

Office Assistant

St. Andrew Catholic Church

827 Sheldon Road
Channelview, Texas 77530

SUMMARY:

This is a bilingual position providing clerical/administrative support to the parish. May be directed by the Pastor or receive instructions from the Pastor's delegate; however, this position is ultimately under the supervision and evaluation of the Pastor. This position is full-time, 40 hours per week, and benefits eligible.

ESSENTIAL FUNCTIONS

A. Administrative, Clerical Support and Typing Functions:

- Maintains Pastor's calendar and schedules his meetings and events.
- Communicates with parishioners face to face, via telephone, or in writing
- Answer telephone, direct incoming phone calls, and takes messages
- Utilizes the ParishSOFT Family Suite system to input data and to identify parishioners of the parish
- Maintains ParishSOFT database to include census information about parishioners including, but not limited to, financial data, sacramental records and attendance records for Religious Education, Youth Ministry and RCIA for Children class requirements for Kindergarten thru 12th graders on a timely basis
- Processes checks into the parish's banking system.
- Responsible for posting monies from the initial set-up envelopes that are attached to the Census forms
- Assist with bulletin announcements, event flyers, newsletters, and email when appropriate
- Assist with meetings, receptions, registration, Retreats, Days of Prayer, conferences and other logistics

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have basic computer skills including Microsoft Word, Excel, Power Point, Publisher and other software packages which may be needed for this position, Internet and email competence
- Excellent people relations skills for representing the parish to those who call or visit the parish

EDUCATION AND EXPERIENCE

- Minimum of High School Diploma or equivalent, some college preferred. No less than 5 years' experience working in a professional office environment; prior experience working for a parish office a plus.

Please send resume to Rev. Christopher Shackelford, St. Andrew Catholic Church, 827 Sheldon Rd. Channelview Texas 77530 or email at standrew7067@comcast.net