

Parish Administrative Assistant

St. Albert of Trapani Catholic Church

The Parish Administrative Assistant is a crucial player in the church's daily operations, contributing to the smooth operation of the front office. This includes managing the front desk, answering phone calls, greeting guests, and receiving and distributing mail and packages. As the first point of contact with parishioners and visitors, the Assistant is instrumental in presenting a positive, professional image to all staff and visitors to the church office. This role is administrative and vital to the church's mission, goals, and objectives.

Essential Duties and Responsibilities of the Position

- Managing the front desk, answering phone calls, greeting guests, and receiving and distributing mail and packages.
- Assists the pastor with his office and pastoral duties, such as maintaining the Pastor's calendar and coordinating his appointments.
- Assists in onboarding sacramental requests such as baptism, quinceanera, marriage, etc.
- Welcome guests, answer phone calls, check parish office email, and direct inquiries.
- Serving as a liaison between volunteers and parish administration
- Distribute the mail and assist with any mailing needs.
- Help the parish administrator or staff with various projects as needed.
- Prepares the presider binder for weekend and solemnities celebration, including the prayer of the faithful and pulpit announcement.
- Oversees a safe environment compliance for all volunteers and staff.
- Manage announcement requests.
- Assist in getting visiting priests to cover masses and confessions.
- Booking of mass intentions
- Coordinate with faith formation and youth ministry registration.
- Calendar – Manage an up-to-date master calendar of events for all church activities.

- Facilitate communication between parish staff and volunteers.
- Maintenance of Office Equipment—Operate and clean office equipment regularly, schedule maintenance as needed, and recommend service for all office equipment, including copiers, computers, printers, etc.
- Office Supplies—Maintain an inventory of office supplies and reorder as needed. Make materials available to staff and volunteers as needed.
- Bulletin Boards – Maintain bulletin boards and church calendars with current events.
- Reporting – Generate reports when required by Pastor or other church members.
- Oversee new parishioner registration and their orientations
- Additional responsibilities and duties as directed by the Pastor and business administrator.

Interested applicants should email their application and cover to Fr. Kingsley Nwoko at frkingsley@stalberthouston.org or Call 7137713596