

# Church of the Resurrection

Rochester Minnesota

## **Job Title: Administrative Assistant**

**Reports To:** Pastor

**Position Status:** Part-Time or Full-Time, Non-Exempt

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## **Job Summary:**

The Administrative Assistant provides administrative and clerical support to the pastor, staff, and ministries of the parish. This role involves managing the parish office, maintaining records, communicating with parishioners, and supporting the day-to-day operations of the parish in alignment with its mission and values.

## **Key Responsibilities:**

### **Administrative Support:**

- Greet visitors and answer phone calls in a professional and welcoming manner
- Handle correspondence, including emails, letters, and other communications
- Assist in maintaining accurate records of sacramental registers (baptisms, marriages, confirmations, etc.)
- Assists the pastor with mailings, copies, scanning, scheduling, communication with Committee and Board members, etc.

### **Office Management:**

- Organize and manage office supplies and equipment
- Maintain parish files and databases (parishioner information, volunteer rosters, etc.)
- Process incoming and outgoing mail
- Collects money for Registrations, Church votive candles, etc.
- Ensure confidentiality of sensitive information

### **Financial and Clerical Tasks:**

- Assist with basic bookkeeping tasks, such as processing invoices, tracking donations, and preparing financial reports
- Enters contributions into Data Base
- Manage collection counting and recording with adherence to parish and diocesan policies
- Assist with the preparation of annual reports and other financial documentation

**Communication and Parish Support:**

- Act as the primary point of contact for parishioners, volunteers, and ministry leaders
- Collaborate with clergy, staff, and volunteers to ensure smooth operations
- Attends staff meetings (takes minutes) and other parish meetings as designated by the pastor

**Qualifications:****Education and Experience:**

- High school diploma or equivalent required; Associate degree or higher preferred
- Previous experience in administrative or secretarial roles, preferably in a parish or nonprofit setting

**Skills and Competencies:**

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with database systems
- Strong organizational and time-management skills
- Excellent verbal and written communication skills
- Ability to maintain confidentiality and handle sensitive situations with discretion
- Familiarity with Catholic Church teachings, traditions, and liturgical practices

**Other Requirements:**

- Practicing Catholic in good standing preferred
- Must pass a background check and comply with diocesan safe environment policies

**Working Conditions:**

- Office environment with standard working hours
- Interaction with diverse groups, including parishioners, clergy, and ministry volunteers