

**Catholic Area Faith Community of Jesus Our Living Water  
Clara City, Spicer and Willmar**

**(Open) Administrative Assistant  
JOB DESCRIPTION  
7/1/2021**

**I. POSITION IDENTIFICATION**

- **Time/Benefits:** This is a part-time position of less than 20 hours per week, and does not include benefits. Some evening/weekend hours may be required.
- **FSLA designation:** Non-exempt (hourly)
- **Reports to:** Area Director of Administration
- **Receives work direction from:** Pastor
- **Resource to:** Area Pastoral Council, Area committees and subcommittees, Parish Administrative Council, Cemetery Committee and others as directed by the supervisor and/or Pastor
- **Direct reports:** None
- **Provides work direction to:** Custodian, Office Assistant, Parish money counters

**II. PRIMARY PURPOSE OF THIS POSITION:**

The purpose of the Administrative Assistant is to assist the Area Director of Administration as needed in the implementation of policies and procedures in the parish and area faith community; the recording and safe-keeping of parish records and data, and to carry out the daily administrative tasks of parish life.

**III. CHURCH EMPLOYMENT RESPONSIBILITIES:**

- \* Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church, the Diocese of New Ulm, and the Catholic Area Faith Community of Jesus Our Living Water. Their public behavior must not violate the faith, morals or laws of the Church, such that it can embarrass the Church or give rise to scandal. **It is preferred that the employee filling this position be an active, participating Catholic in full communion with the Roman Catholic Church.** Reasonable accommodation for the religious practices of employees not of the Catholic faith will be provided.

**IV. REPRESENTATIVE RESPONSIBILITIES**

- \* Be present when and where needed, ready to work as needed to meet responsibilities. This includes satisfying responsibilities in a timely and accurate manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of. It also includes advance communication with supervisor if the current tasks/duties require a temporary change in the employee's expected starting and/or ending time, or date.
- \* Help create a productive and harmonious work environment. Promote good morale, adequate communication and cooperative teamwork.
- \* Attend and remain compliant with all diocesan Safe Environment training requirements.
- \* Ensure that parish telephones are answered during the posted open office hours.
- \* Schedule and supervise parish money counters to ensure that parishioners' contributions are promptly and accurately recorded and deposited into parish bank accounts.
- \* Issue financial statements and receipts to parishioners.
- \* Ensure that mail is promptly distributed to the appropriate recipient. This includes forwarding invoices and financial information to the AFC Bookkeeper or AFC Director of Administration.
- \* Monitor office / church supplies and replenish when necessary.
- \* Maintain calendar / schedule of activities happening at the church and parish bulletin boards.

- \* Maintain parish records and files according to diocesan policies and guidelines.
- \* Act as Local Safe Environment Coordinator (LSEC) for Our Lady of the Lakes.
- \* Process information required for bulletin each week and send to bulletin editor.
- \* Prepare and communicate ministry schedules as necessary for Our Lady of the Lakes.
- \* Carry out Bereavement Card Ministry for all parishes in the area faith community.
- \* Process information required for AFC events, activities, or reports and communicate this information to the appropriate person.
- \* Maintain a record of who has keys for the building at Our Lady of the Lakes.
- \* Maintain cemetery records – including checkbook – for parish cemeteries (Our Lady of the Lakes, Spicer and St. Anthony, Regal).
- \* Record Mass intentions from parishioners in the AFC and prepare Mass stipend checks for presiders on a quarterly basis or as requested.

Other responsibilities include those identified as needed by the employee and approved and/or assigned by the supervisor.

**The responsibilities listed above are representative of the job and are not all-inclusive. Other responsibilities are those found in the area faith community Employee Handbook.**

**The responsibilities identified with an asterisk “\*” are essential functions of the job.**

## V. QUALIFICATIONS

- Above-average typing skills and ability to create, print, and maintain documents in Microsoft Word, Excel, and Publisher in a professional manner.
- Excellent written and verbal communication skills, especially using the telephone and e-mail.
- Ability to answer telephones and appropriately transfer calls and take messages.
- Proven ability to learn new computer software.
- Fluency in the English language. Ability to speak Spanish would be an asset.
- Successful completion of criminal and credit background checks.

## VI. MENTAL DEMANDS

- Must support and carry out tasks to reinforce the vision of the area faith community.
- Must publically support the pastor and recommendations of the Area Pastoral Council and/or the Parish Administrative Council.
- Demonstrates openness and honesty in communicating with others, while exercising discretion in confidential matters.
- Ability to remain calm in stressful situations.
- Review KRAs (Key Responsibility Areas) and update as necessary on an annual basis.
- Create SMART (Specific Measurable Attainable Realistic Timely) goals to identify growth opportunities. These should be agreed upon between the employee and the supervisor. The employee is responsible to communicate what is needed to achieve these goals.
- Able to manually alphabetize and numerically sort items needing to be filed.
- Ability to assess, organize and direct appropriate flow of paperwork and communication.
- Ability to work with people of diverse backgrounds, personalities, and goals.
- Exhibits self-motivation and attention to detail.
- Ability to work without supervision.
- Leads a life demonstrative of Christian values.

## **VII. PHYSICAL DEMANDS**

- Ability to sit, stand, walk, and climb up and down stairs.
- Ability to sit for extended periods of time and attend necessary meetings.
- Ability to hear and see what is going on around them.
- Ability to lift up to 50 pounds using proper lifting techniques.
- Ability to see, hear, and speak well enough to engage in conversations.
- Ability to use telephone.
- Must be able use general office equipment such as telephones, computers, copiers, adding machines, fax machines, etc.
- Ability to work all hours needed to meet the job responsibilities.

**VIII. AGREEMENTS**

Employee:

I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as the organization's needs change, my job description will change.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

Supervisor:

I have reviewed this job description and agree it is an accurate representation of the responsibilities performed in this job.

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date