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| Position Title: St. Brendan Parish Secretary | Status: Non-Exempt |
| Department: Parish Office 1111 | Start Date: August 2024 |
| Supervisor: Pastor and Operations Manager | Compensation: PT to FT: Hourly |

**Job Summary**

The Parish Secretary function is to facilitate the work of the parish office including but not limited to reception and secretarial duties:

**Office Duties**

* Performs reception duties by answering all phone calls and directing callers and visitors to the appropriate person or area.
* Provides administrative duties for the pastor/operations manager and pastoral staff.
* Process both incoming and outgoing mail.
* Assist with the Mass Intention Calendar and requests.
* Assist with filing, correspondence, reports, meeting minutes as requested.
* Assist with parish and school meeting refreshments as requested.
* Assist with Parish supply ordering and inventories.
* Maintain and deliver daily Call Sheet to Pastor.
* Advise Pastoral staff of Homebound/Sick visits.

Work is performed in an office environment. Substantial amounts of contact with employees, parishioners, students, other parish offices and Archdiocese. The office hours are 8:30 am to 5:00 pm. Professional attire is required. Monday through Friday. Holidays as scheduled.

This position requires the ability to react to fast paced and demanding circumstances at times; converse with individuals, climb stairs and sit for extended periods of time, move and lift objects of 20 to 30 pounds. Required use of office equipment including telephone, personal computer, keyboard, and copier. Proficiency in Microsoft Office Suite software. Must be able to work in complicated and sometimes stressful situations. Position requires the ability to work both independently and in cooperation with other staff members to accomplish specific tasks assigned in a timely manner meeting various deadlines.

Decisions are generally routine in nature. At all times professionalism and confidentiality is required.

**Communications**

* Prepare the parish bulletin/Constant Contact and Funeral Programs.
* Assist pastor/operations manager with all preparation for and implementation of special events/hospitality.
* Provide parishioner data to parish operations manager as appropriate.
* Assist with all seasonal mailings: Easter, Christmas, Archdiocesan Annual Appeal and as needed.
* Work with Parish Manager on supplies required for all mailings.

Additional assignments as requested.

To apply: Contact Fr. Mike Quinn: frmike@stbrendanparish.org rev. 7/24