

Position Title: Parish Secretary

(A full-time, 40 hours per week position, reporting to the Pastor, Fr. Bill Kenny)

Parish Secretary Job Description

POSITION DESCRIPTION:

The Parish Secretary will assist Father Bill Kenny and Father Jose Unlayao in the administration of their daily duties — including scheduling appointments for them. This position requires a high degree of discretion and confidentiality.

MAJOR RESPONSIBILITIES AND REGULAR ACTIVITIES: this person will . . .

Respond to phone calls, emails, and general incoming/outgoing correspondence.

Prepare all necessary documentation for Weddings, including recording of Marriages in Register Book.

Maintain the Death Register.

Process new employees and volunteers in background checks, that is, fingerprinting and Child Protection Program.

Provide parish event and facilities scheduling.

Take minutes at Staff Meetings and publish them in a timely manner.

Relieve the Front Office Receptionist when she is busy or out of the office.

Inform the A-1 Answering Service of the Emergency Duty Calendar for the priests of the parish.

Accept any other tasks asked by the Pastor.

POSITION SPECIFICATIONS/REQUIREMENTS: this person must . . .

Be proficient in Microsoft Office Suite and Google G-Suite email/calendar.

Have excellent interpersonal skills, communication skills, and ability to prioritize work.

Take initiative, having discretion and able to maintain confidentiality, good attention to detail.

Have the ability to multi-task, and to work in a team environment.

Possess a working knowledge of the Catholic Church and faith.

Possess strong writing and editing skills.

WORKING ENVIRONMENT

Office space and appropriate technology will be provided.

EDUCATION, TRAINING, AND/OR EXPERIENCE

It is preferred that this person have prior experience or equivalent education to perform the required duties of this position.

For further information and/or to submit a resume, please contact pastor, Fr. Bill Kenny, at frbill@holyspiritlv.org or through parish office phone: 702-HLY-SPRT (459-7778)