



HOLY CROSS CHURCH

Founded in 1966, Holy Cross Parish is located in South Easton, MA, and is staffed by the [Congregation of Holy Cross Priests and Brothers](#). We are a community of 1,300 families, blessed with many young families and members of all ages. We are seeking a dynamic, faith-filled professional to join our team as our Parish Administrative Assistant. This position will be 26 hours/week (M-Th from 9 a.m. to 4 p.m.) and the candidate must have the flexibility to work 3 hours on a weeknight and 3 hours on a Sunday morning when necessary.

SUMMARY: Provides administrative and organizational support for the Pastor, Director of Faith Formation, and other team needs. Serves as a professional, knowledgeable, and motivated first point of contact representative of the parish office to internal and external contacts. Manages the daily operation of the parish office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees all administrative functions needed to support the office, including, but not limited to the following:
 - Anticipates office needs in all administrative areas and follows through on initiatives with little or no direct supervision.
 - Interacts in a positive and professional manner with staff and visitors.
 - Professionally and discreetly handles calls, parish emails, and web inquiries.
 - Proficiency in composing and managing parish communications via mail, email and social media.
 - Manages daily mail delivery, outgoing mail and special mailings.
 - Oversees Outlook parish calendar, coordination of meeting space, and scheduling of events.
 - Manages scheduling of Masses (Mass cards, Perpetual enrollments, Annual Memorial Mass, etc.), sacramental records and certificates.
 - Handles parish technologies: database and emailing system, envelope census, registrations, online giving trouble shooting.
 - Manages parish phone system, copy machine contract, website and social media platforms (Facebook, etc.).
 - Assists Bookkeeper with managing offertory, physical envelopes and online.
 - Orders and stocks office supplies and liturgical supplies assisting sacristans.
 - Responsible for tasks such as filing, copying, scanning, word processing, etc.
 - Compiles data for various reports.
 - Attends staff meetings and provides minutes for the meetings.
- Administrative support to the Director of Religious Education.
 - Manages registration and payment collection.
 - Assists in the recruitment, management, CORI and room assignments of catechists.
 - Assists with the logistical needs of First Reconciliation/Communion and Confirmation events beyond class time (workshops, retreats, rehearsals).
 - Handles logistical details of special programming (G.O.L.F. and guest presenters).

- Administrative support to fundraising chairpersons and ministry leaders as needed.
- Attend staff meetings and take minutes.
- Other duties as assigned by pastor.

QUALIFICATIONS:

- Willingness to support the mission of the Catholic Church.
- Bachelor's degree preferred, or at least 5 years in an active support role within a business or complex organization, educational institution or start-up office.
- Strong organizational and time management skills. Ability to multi-task.
- High level of proficiency in Microsoft Office suite, Adobe, Canva, Zoom, Google, and Webex. Confident Internet search skills are essential. Willing to learn and manage variety of systems: parish database, Vonage phone system, e-Catholic website, Flocknote communication and FORMED outreach.
- Ability to manage parish web page, online giving platform, voice over Internet phone system and parish database and emailing software.
- Experience working with the public and handling issues/complaints in a diplomatic manner.
- Demonstrated ability to handle confidential, time-sensitive and critical matters using good judgment, tact, respect and discretion.
- Ability to anticipate needs, establish priorities, maintain confidentiality, demonstrate discretion, project a positive attitude and exercise a high level of professionalism.
- Excellent relationship-building skills with a focus on service to others. A high level of energy, creativity and humor.
- Ability to communicate effectively through e-mail and/or telephone.
- Ability to take meeting minutes.

PHYSICAL PERFORMANCE ELEMENTS:

- Position requires the ability to sit, operate a keyboard, speak, lift up to 20 pounds, bend, stoop, and reach.
- Ability to use a computer keyboard for up to 8 hours/day.
- Ability to sit for up to 8 hours/day.

The Diocese of Fall River offers a competitive compensation program and a comprehensive employee benefits package, including a generous paid time off policy.

To apply for this exciting employment opportunity, please submit your cover letter and resume to: Jenn Oliveira, Human Resources Manager; Email: joliveira@dioc-fr.org; Confidential Fax: (508) 689-7920; Mail: Diocese of Fall River, 450 Highland Avenue, Fall River, MA 02720

Equal Opportunity Employer