

Administrative Assistant

Classification: Full-Time, Non-exempt

Catholic Required: Yes

Ministerial Character

The Pastor is the visible principle and foundation of unity in the parish of **Saint William** which the Bishop has entrusted to him. He makes Christ's mission present and enduring in the parish. In order to fulfill his mission, the Pastor employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them his mission and entrusts various responsibilities to them.

Positions employed at **Saint William** help to extend the ministry of the Pastor in particular ways as outlined in the job description. Therefore, the employee in this position is closely connected to and assists the Pastor in the performance of his ministry and thereby engages in ministry for the Church.

Job Summary:

The Administrative Assistant is responsible for assisting the Parish Staff.

Essential Job Duties:

- Answer the phone
- Welcome visitors
- Provide information
- Take accurate messages and route them to staff in a timely manner
- Notify staff of a visitor's arrival
- Handle incoming mail
- Update internal telephone greetings as needed
- Check voicemail
- Compose and type letters in English and Spanish
- Enter information in parish database
- Enter Sacramental information in Registers and database
- Print out sacramental certificates
- Write receipts
- Create forms needed for the Parish
- Church DB postings
- Catholic school verification
- Monthly Priest Stipends
- Accounts Payable
- Scheduling Support
- Faith Formation registration
- All duties, as assigned

Knowledge, Skills, and Abilities:

- Ability to provide excellent customer service and work effectively with staff, clergy, religious, and laity.
- Ability to operate various word-processing software, spreadsheets, database programs and QuickBooks.
- Ability to proficiently communicate in English and Spanish (conversing).
- Ability to organize, prioritize, and utilize effective time management techniques.
- Ability to maintain confidentiality at all times.
- Ability to carry out multiple tasks and meet deadlines.
- Ability to follow instructions furnished in verbal or written format.
- Ability to move heavy material.

Minimum Qualifications:

Education and Trainings:

- High School Diploma or GED acceptable to Texas Education Agency.

Experience:

- Two (4) years of full-time wage-earning related work experience is required

Language:

- English & Spanish

Catholic Requirement:

- Must be a practicing Roman Catholic in good standing.

Licenses/Certifications:

- Valid Texas Driver's license
- Must be certified in Diocese of Austin EIM within 60 days of employment and maintain certification throughout the employment period.

Working Conditions:

- Employees of **Saint William** are engaged in ministry and closely tied to the Pastor in the exercise of his ministry and obligations to the Church.
- **Saint William** is an at-will employer.
- All buildings and vehicles owned by **Saint William** are tobacco free.
- Working in a fast-paced environment with priorities and plans that may change rapidly.
- Working on weekends, evenings, and some holidays may be required.
- Will be exposed to religious ceremonies, conduct, and speech, including Catholic Christian prayer and liturgical celebrations.
- Will be required to adhere to dress codes and conduct standards, including but not limited to EIM standards of conduct in the workplace and outside of the workplace.
- May be required to use personal vehicles to drive to other parishes or other off-site locations.

- Traveling within and outside the parish to meetings and other events may be required.
- Will be required to conform personal and professional activities to be consistent with and supportive of the mission, purpose, and moral teachings of the Roman Catholic Church.

How to Apply:

Please submit cover letter and resume to Dcn. Victor Lara vlara@st-william.org