

TITLE: Administration Assistant

REPORTS TO: Pastor

SUMMARY: The Administration Assistant will provide administrative and staff support to the general organizational operations. Working under the direct supervision of the Pastor, this position provides all necessary organizational support and is responsible for a variety of other tasks.

DUTIES AND RESPONSIBILITIES:

- Assist with the completion of filings for the organization
- Coordination of publication orders including weekly bulletin and frequent mailings
- Manage daily administrative operations of the office including work priorities
- Processing incoming bills and outgoing checks
- Greet and direct office visitors, answer main office telephone system, respond to direct requests for information and/or forward messages to appropriate staff. Make sure the office is kept in orderly and clean fashion
- Maintain inventory for office supplies and computer software
- Assist with research and cost comparisons for vendors to maintain cost effectiveness and quality
- Maintain master calendar of in-house meetings while coordinating parish facilities master calendar.
- General office duties such as typing, bookkeeping, flow of correspondence, filing, requisition of supplies, faxing, etc.
- Coordinate materials for meetings and other activities of the organization
- Maintain and update database (ParishSoft) as needed
- Receive and distribute all incoming mailing and coordinates outgoing mail, including courier services, postage meter account, and interoffice mail distribution
- Assist in preparation of materials for the council members and trustees
- Lead person in providing support of mailings or coordinating bulk mailing processes
- Provide meeting support as needed (e.g., scheduling conference rooms, coordinating food, logistics)
- Assist in the updating of the website
- Assist with computer graphics for bulletins, mailings and special programs
- Provide administrative support to staff for copying, faxing and large-scale mailings
- Responding to staff requests for administrative support as needed
- Perform other duties and responsibilities as requested with a sense of humor and team spirit

QUALIFICATIONS:

- Minimum one year office administrative support experience is preferred.
- High school diploma or equivalent; Associates or Bachelor's degree preferred.
- Excellent organizational skills (oral and written) and the ability to excel at details, multi-tasking and working under pressure.
- Ability to maintain confidentiality of information
- Ability to coordinate and train volunteers for office tasks
- Must have some experience and skilled in the use of software programs such as MS Word, ACCESS, PowerPoint, and Excel
- Ability to type with speed and accuracy
- Ability to lift, push, or pull up to 50 pounds
- Must have a valid driver's license
- Openness and respect for teachings of Catholicism; practicing Catholic in good standing with the Church is preferred.

BENEFITS:

Salary commensurate with experience, excellent benefits, including health insurance, life insurance, retirement, vacation, sick leave and generous holiday schedules.

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