

**THE DIOCESE OF COLORADO SPRINGS
AVE MARIA CATHOLIC CHURCH
JOB DESCRIPTION**

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| <p>This document last reviewed on June 17, 2018 AMS</p> |
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Job Title: Faith Formation Administrative Assistant

Reports To: Coordinator of Youth Ministry

Department: Faith Formation

Full Performance Period: 4mth Probationary Period **Eligible for Overtime:** No

Supervisory: Employees: no **Unpaid Staff:** no **Volunteers:** yes **Contract Workers:** no **Boards:** no

General Purpose: To provide routine and specific administrative support services to the Office of Faith Formation.

Essential Duties and Responsibilities:

- ❖ Collaborate with pastor and parish staff in all areas of ministry with a sense of integrity for the sake of the Church and the Christian message. IE Pastoral Care
- ❖ Assist Priests and Deacons as needed
- ❖ Assist in maintaining Faith Formation communications and records IE. Parish Soft, Sacramental Records (Confirmation, Eucharist and RCIA)
- ❖ Assist in maintenance and tracking of registrations, fees, etc. for Faith Formation.
- ❖ Assure timely and appropriate communication to appropriate staff member
- ❖ Assist in maintenance of all forms of communication to parish and wider community pertaining to Faith Formation: IE. WEB page, bulletin, kiosks, etc.
- ❖ Respond to emails and phone messages ASAP
- ❖ Write PO's, place orders, research product, and inventory incoming product for Faith Formation.
- ❖ Provide back up receptionist duties as needed and be willing to man the front office as needed (This includes but not limited to: greeting visitors warmly to address their needs as best as possible, transfer voicemail/phone calls to appropriate party, following opening and closing procedures, Scrip gift Card and religious goods sales, printing monthly Prayer Intention Forms and place in notebook, maintain stamp (meter) machine and copy machines, assign key cards for keyed door and check out other building keys.)
- ❖ Participate in staff meetings and staff trainings
- ❖ Participate in Faith Formation Team meetings, take minutes remind Coordinators and Director of upcoming events, etc.
- ❖ Perform clerical tasks for Faith Formation staff as requested.
- ❖ Collaborate with all staff employees during high performance times: IE: mass mailings, confirmation and communion
- ❖ Track personal work hours, not to exceed 1300 hours per fiscal year (July 1 through June 30)

Hours: 20 hours per week: Monday through Friday 11am-3pm; on occasion, may be asked to work until 4:30pm, evenings and weekends

Work Schedule: Flexible according to Faith Formation ministerial needs

* Request time off at least one week in advance unless an emergency arises

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

Decision making and Supervisory Responsibility:

| | | | | |
|-----------------------------|---|--|--|--|
| HIRING | | | | |
| ASSIGNING/SCHEDULING WORK | | | | |
| MONITORING/CONTROLLING WORK | | | | |
| DISCIPLINE | | | | |
| PERFORMANCE EVALUATION | | | | |
| SALARY RECOMMENDATIONS | | | | |
| DISMISSAL | | | | |
| BUDGET RESPONSIBILITY | | | | |
| PROPERTY RESPONSIBILITY | Responsible for general office equipment housed in St. Rose of Lima (not computers related) | | | |
| CONFIDENTIAL INFORMATION | Responsible for the security of highly confidential and sensitive information | | | |

I indicates Input only

R indicates responsibility for Recommending a course of action requiring one other approval

F indicates responsibility for the Final Decision

Minimum Requirements:

Education:

- ❖ High school diploma or equivalent.

Experience:

- ❖ A minimum of two years general office experience.
- ❖ Experience in handling highly confidential and sensitive information.

Or other background demonstrating application of the following knowledge, skills, and abilities:

- ❖ Excellent writing skills. Ability to compose letters and other documents and proofread for accuracy.
- ❖ Ability to prioritize workload and be flexible as priorities change.
- ❖ Ability to work cooperatively with supervisors and co-workers.
- ❖ Demonstrated ability to maintain the security of highly confidential and sensitive information.
- ❖ Knowledge of basic mathematic functions.
- ❖ Demonstrated ability to maintain files and records in a systematic manner.
- ❖ Ability to learn Microsoft Word.
- ❖ Knowledge of clerical and secretarial functions.
- ❖ Ability to follow detailed instructions.
- ❖ Ability to work with deadlines.

Physical Requirements of this position include:

| WORK ENVIRONMENT | SELDOM | OCCASIONAL | FREQUENT |
|----------------------------|--------|------------|----------|
| COLD (50 F or less) | | X | |
| HEAT (90 F or less) | | X | |
| HUMIDITY | X | | |
| HEIGHTS | X | | |
| NOISE | | X | |
| VDT/CRT USE | | | X |
| DRIVING | X | | |
| STANDING | | X | |
| SITTING | | | X |
| WALKING | | | X |
| BENDING | | | X |
| WORK WITH OTHERS | | | X |
| REPETITIVE MOTION | | | X |
| OPERATING MACHINERY | | | |
| COPIER | | | X |
| TYPEWRITER | X | | |
| TELEPHONE | | | X |
| FACSIMILE (FAX) | X | | |
| 10-KEY | X | | |
| CALCULATOR | X | | |
| COMPUTER | | | X |
| MOUSE | | | X |
| PRINTER | | | X |

FREQUENCY OF REQUIRED EXPOSURE/USE

| OTHER | SELDOM | OCCASIONAL | FREQ. |
|---------------------|--------|------------|-------|
| VISUAL ACUITY: Near | | | X |
| VISUAL ACUITY: Far | | X | |
| COLOR DISCRIMIN. | | | X |
| HEARING | | | X |
| SPEECH | | | X |
| OTHER | | | |
| TRAVEL: | | | |
| LOCAL | | X | |
| NATIONAL | X | | |
| INTERNATIONAL | X | | |

This position requires significant travel to parishes, retreat and meeting centers and out of town for meetings or professional development.

MOVING EQUIPMENT AND SUPPLIES

| | | | |
|----------------------|--|---|---|
| LIGHT (Under 5 lbs.) | | | X |
| MODERATE (5-20 lbs.) | | X | |
| HEAVY (Over 20 lbs.) | | X | |

DESCRIPTION OF MOVEMENT

| | | | |
|-------------|--|---|--|
| LIFT/LOWER | | X | |
| CARRY | | X | |
| PUSH/PULL | | X | |
| REACH ABOVE | | X | |