

**Job Title:** Administrative Assistant - Sacraments

Reports to: Director of Finance & Operations  
 Location: Little Flower Catholic Parish, Toledo (OH)  
 FLSA Status: Hourly Full-Time; Non-Exempt  
 Date: 22 January 2020

### **Position Summary**

The Administrative Assistant - Sacraments fully supports the Youth Faith Formation efforts of the parish, including Catechesis of the Good Shepherd, Purpose and Life Teen. This position supports the Ministry Leaders in various programming efforts and clerical responsibilities. The Administrative Assistant helps families engage and become grateful and cheerful members of the Catholic Church by serving as a liaison between the families and ministry leaders.

### **Primary Duties and Responsibilities**

- Maintain accurate records for all youth faith formation programs.
- Assist with and facilitate registration process for youth faith formation programs.
- Oversee parent volunteers who organize and provide meals at youth events.
- Work collaboratively with youth faith formation personnel to ensure regular and effective communications with families through phone calls, Flock Note, Email & Social Media platforms.
- Maintain attendance in ParishSoft for all youth programming, as well as follow up communication with parents regarding their child's attendance, as necessary.
- Update and maintain all sacramental records in ParishSoft.
- Update and record sacramental celebration in the appropriate Sacramental Records book upon celebrating individual sacraments (could result in communicating with other parishes).
- Safe Environment Compliance Administrator for the both parish and school; ensures all employees and volunteers are compliant with Protecting God's Children and background checks as well as maintaining the Virtus database.
- Works with ministry leads and Little Flower Parish office to coordinate events in the Parish Facility Calendar.
- Work closely with Life Teen Coordinator to assist with summer camp experience details. This would include camp registrations/payments, transportation & travel needs as they arise.
- Provide assistance to 2nd Grade Lead Catechist ensuring First Reconciliation & First Communion details are all in place.
- Provide assistance to Purpose Lead ensuring Confirmation details are in place.
- Provide coverage to the Little Flower Parish front office for lunch relief.
- Promote Youth Faith Formation programs using display rack cards, bulletin announcements, weekend mass slides, pulpit announcements, and other means of communication.
- Work interdependently and cooperatively with the Director of Adult Faith Formation to equip parents and sponsors as first teachers of the faith.
- Work interdependently and cooperatively with Saint Benedict Catholic School middle school teachers and the principal (parish Catholic School).

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### **Other**

- Commits to ongoing personal faith formation and spiritual growth.
- Participates as a member of the Parish Leadership Core Team.
- Attends continuing education seminars, workshops, etc. as directed by the Pastor.
- Present weekly at Sunday masses. Schedule dependent on youth programming. Mass; may be requested by Pastor on occasion to be present for other weekend Masses.

### **Job Qualifications**

Education/Experience/ Knowledge:

- High school degree required or general equivalency degree (GED) and with at least two (2) years of experience in an office setting performing secretarial related duties.
- High level of computer expertise in Microsoft Office products, including Word, Excel, PowerPoint, and Outlook. Knowledge of using general office equipment.
- Proficiency in typing skills.

### **Communication, Interpersonal, Competencies**

- Ability to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.
- A high level of attention to quality, detail, accuracy, and efficiency.
- The ability and experience to work in a respectful team environment.
- Above average communication skills, especially with verbal, written, and listening abilities.
- Excellent organizational and interpersonal skills that consistently display tact, courtesy, diplomacy and confidentiality.
- Must successfully pass the required BCI/FBI background check and all other Protecting Youth requirements prior to employment and every five (5) years while employed with the parish.

### **Religious Background:**

- Active Catholic in good standing with the Church.

### **Language Skills**

- Ability to write reports, professional correspondence, and procedure manuals. Ability to present information effectively and respond accurately to questions by employees, parishioners, vendors and others.

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