

St. John the Baptist

Position Description

Title: Administrative Assistant: Database & Records
Reports to: Parish Business Administrator
Direct Reports: None
Provides Work Direction to: None
Receives Work Direction from: Pastor, Associate Pastor, Parish Business Administrator, Director of Stewardship & Development, Parish Accountant
FLSA: Non-exempt
Hours: Full-time, 40 hours per week, 12 months
Schedule: Monday – Friday, primarily daytime hours
Benefits eligible: Yes; as described in benefits documents.
Last revision: July 25, 2018

Parish Mission Statement

Bearing witness to Jesus Christ who is the Way, the Truth and the Life: GO. MAKE. TEACH.

Job Purpose: The primary purpose of this position is to support our parish mission by effectively performing the following functions: manage the membership data for our ParishSoft and other databases; complete all sacramental data recording according to canon law for the parish; oversee the purchasing of parish supplies and equipment as requested by staff, seeking the approval of the parish business administrator when necessary; and provide administrative support to the Director of Stewardship & Development.

Statement on Working for the Catholic Church: Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese of Saint Paul and Minneapolis, nor can it embarrass the Church or give rise to scandal. It is preferred that this employee be a Catholic. It is expected that all employees respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practice of employees not of the Catholic faith will be provided.

Representative Responsibilities

Note: The following responsibilities, 1 through 14, are essential functions.

1. Manage the ParishSoft database. Enter new parishioners, update parishioner info as needed. Generate reports & labels as requested for mailings. Add photos as time and duties allow. Complete parish census as needed or directed.
2. Manage the Flocknote and Parish Directory databases, in relation to our master database in ParishSoft. This involves making changes across databases and providing information or reports on each as needed or requested.

3. Work with envelope provider. Order giving envelopes quarterly. Update envelope information as needed.
4. Oversee recordkeeping of all sacramental data according to canon law for the parish. Record all necessary information regarding sacraments received at St. John's and then enter that data into the parish's data base. Facilitate requests from other parishes for sacramental information and follow defined procedure for sending out that information as requested.
5. Oversee all of the purchasing of parish supplies and equipment (office, staff lounge, storage) as requested by staff members, with the approval of the parish business administrator as needed. Perform periodic monitoring and review of stock of supplies. Ensure that shelves and drawers are stocked with needed supplies. Purchase supplies and equipment as needs arise and are requested by staff.
6. Act as liaison to Catholic Services Appeal (CSA). Provide updates to Communications Coordinator for inclusion in bulletin and other publications. Review the CSA schedule and consider how it integrates into the parish schedule of relevant liturgies and events. Propose a CSA schedule and process that works for St. John the Baptist.
7. In conjunction with Parish Administrator, coordinate online safety training required by Catholic Mutual. Manage staff user accounts, track participation and provide reports to parish administrator. This process is required for all staff every two years and for new staff in the in-between years. It is usually done in a February to April timeframe.
8. Marriage Intakes: Handle all incoming requests for marriages and convalidations. Work with priests, deacons and Prepare leader.
9. Organize Staff Adoration sign-up (first Thursday of each month, 11:00 a.m. to 12:00 noon).
10. Copy machines, printers, coffee makers, water dispensers, water filters: Call when service is needed; provide contact information to others in your absence. Order supplies as needed for machines.
11. Serve as Notary Public.
12. Answer telephones as a backup and stay informed of information at St. John's to be able to answer questions about parish events and ministries.
13. Serve the gift acknowledgement process by preparing a thank you letter for the pastor. This position will be informed of gifts which will be acknowledged in this way by either the accountant or the parish business administrator.
14. Provide administrative support work to the Director of Stewardship & Development. This includes, but is not limited to, running reports, preparing lists, making telephone calls, tracking gifts via a spreadsheet, acknowledging gifts, and coordinating communications (mail, email, Flocknote, other). Provide other support as requested by Director of Stewardship & Development. Keep supervisor informed on workload and prioritization of duties.

***To be present where needed, ready to work as needed to meet responsibilities.** Includes recognizing when situations require more effort, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.

***Organize, prepare and maintain files and information.** Gather information from fax, email and other sources, ensure all information has been received, follow up as necessary, organize reports and make them available for convenient reference, maintain for the designated time, discard at designated time.

***Maintain and improve work knowledge and skills** such as understanding requirements and work procedures, purpose of work completed and computer and projector use.

***Meet all communication requirements** including interpersonal skills with parish and school employees as well as visitors, guests, school families, and parishioners. Includes keeping superiors and appropriate others informed.

***Help create a productive environment** where there is harmony, good morale, and cooperative teamwork. Monitor self-productivity and take corrective action as appropriate.

***Maintain appropriate levels of confidentiality of all work data.**

Other Responsibilities: includes other responsibilities identified as needed by the employee and approved and/or assigned by supervisor or pastor.

The responsibilities listed above are representative of the job and are not inclusive. Those preceded by an asterisk () are essential job functions.*

Qualifications & Requirements of Position

Date: July 25, 2018

Title: Administrative Assistant: Database & Records

Qualifications

1. High school diploma or equivalent
2. Experience in database operations
3. Experience in communications – email, newsletter, etc.
4. Strong computer, keyboarding and 10-key skills
5. Must be able to pass background check

Mental Demands

1. Ability to plan, organize, and meet deadlines and to manage multiple concurrent tasks.
2. High level of collaboration and organizational skills and ability to work under pressure and with interruptions.
3. Enthusiastic, self-motivated and able to work without supervision, but obtain direction when needed.
4. Maintain positive demeanor in the face of negative influences.
5. Publicly support the mission Saint John the Baptist Parish.
6. Strong interpersonal skills
7. Must be able to keep accurate records

8. Understand the importance of confidentiality
9. Proficiency in technology: Microsoft Office (Word, Excel, PowerPoint, ParishSoft database, Flocknote, others).
10. Able to search for and utilize information from the Internet
11. Strong writing skills; proficiency in grammatical skills

Physical Demands

1. Work 40 hours per week
2. Able to sit for long periods of time
3. Able to lift up to 25 lbs. (office materials, supplies, etc.) using proper techniques

Employee: I have reviewed this job description and understand that it is an accurate representation of the responsibilities of my job. I understand that as the organization's needs change, my job description will change.

Signature

Date

Supervisor: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

Signature

Date