

St. Brigid of Kildare Church
Job Description

Job Title: Receptionist/Secretary
Reports to: Office Manager
Prepared by: Karen Cremeans
Prepared date: July, 2023

Normal Work Schedule:

Hours of Work: 8:30 AM to 4:00 PM.

Days of Work: Monday through Friday

Summary:

We are seeking an enthusiastic, dependable, and courteous individual to fill the position of Parish Receptionist/Secretary to provide support to our parishioners and parish staff. This individual must be motivated, efficient and have a desire to take initiatives as needed. Primary duty is to be welcoming and provide a pleasant experience in greeting telephone callers and visitors to the parish office as well as performing general receptionist/secretarial duties.

The Receptionist/Secretary is a full-time position. In addition to base pay, St. Brigid of Kildare offers full medical, dental and vision coverage options, participation in our 403B savings plan, short-term and long-term disability coverage, and a term life insurance plan.

Essential Duties and Responsibilities:

- Answer in-coming telephone calls and greet guests upon arrival.
- New Parishioners—assemble and share the New Parishioner Packet with new members of the parish.
- Edit, update and add new families to the parish database.
- Prepare monthly/quarterly reports of new parishioners; Knights of Columbus and the 55 Plus Club.
- Facilitate information for the Jordan Conference. Sign couples up for the conference; send reminder emails one week prior to conference; email roster to the facilitator couples; and prepare registration forms.
- Schedule baptisms the 2nd and 4th Sunday of each month; collect data for certificates and prepare the certificates, roster, and program, prior to baptism.
- Mail—Prepare outgoing mail, pickup, sort and distribute mail daily from the Post Office Box with assistance from other staff members.
- Update Sacramental Books: Baptisms, First Communion and Confirmation.
- Will be cross trained with other parish staff members.
- Other duties as needed.

Qualifications:

- Must be an active, practicing Roman Catholic in good standing with home parish and have a general understanding of the Catholic faith.
- Requires 3 to 5 years receptionist/secretarial experience.
- Possess a customer-friendly attitude, a willingness to help and show compassion to those in need.
- Must be able to work well independently and with other members of the staff.
- Strong time-management skills and multi-tasking ability.
- Requires Microsoft Office proficiency, Office 365 and a high school diploma or equivalent.

Supervision:

Receives general direction from the Office Manager.

Language Skills:

Must be clear and direct in verbal and written communications.

Physical Demands:

Must be able to sit for long periods of time at a desk, operate general office equipment, and requires mobility to access grounds for posting materials and distributing materials campus wide.