

Holy Family Parish

POSITION TITLE: BILINGUAL ADMINISTRATIVE ASSISTANT (SPANISH/ENGLISH)

Date: July 11, 2023**Title of Supervisor: Office Manager****Approved by: Rev. César Vega-Mendoza
Pastor****Pay Rate: \$16.50-\$19.00****Position Purpose:**

The Bilingual Administrative Assistant is to provide administrative and clerical support to the Pastor, Associate Pastors, Executive Assistant to the Pastor, and Parish Staff, Parish Groups and Key Parish Leaders, as needed for their ministries.

- A. Holy Family Administrative Assistant is responsible for**
- a.** Collaborating with the Pastor in implementing the mission of the parish. This is accomplished by participating in the comprehensive planning, implementation and evaluation of the parish's goals and objectives, with specific focus in the area of administrative support. Incumbent serves as a professional resource to the staff in the area of administrative assistance/secretarial/receptionist services.
 - b.** Provides secretarial support in a timely and efficient manner for the Pastor, Office Manager, parish staff, parish groups and key parish leaders as needed for their ministries. This includes word processing of letter, memos and other documents related to parish ministry. Also provides copying of materials as needed and maintains filing system as needed.
 - c.** Assists with a timely and accurate receipt of calls, messages, and visitors. Provided information, refers to appropriate parties or takes messages. Schedules appointments for the Pastor as needed. Provides timely updates to the answering service.
 - d.** Assures incoming and outgoing mail is handled properly by distributing mail and delivering mail to the mail box daily.
 - e.** Participates in the outreach and welcoming ministry of the parish. This includes inviting new parishioners to register, ensuring that all new parishioners have completed registration forms, sending welcoming information, maintaining the offering-envelope system and Parish Data System, communicating with the welcoming committee members, and properly notifying the diocese.
 - f.** Assists in the scheduling of events for weddings and funerals, Incumbent accomplishes this by contacting appropriate persons involved in these services.
 - g.** Assures, in collaborating with staff, that the parish office is properly closed in the evening. This accomplished by making sure that all machines are off, answering service is on, windows and doors are closed and locked, and all appropriate lights are off.

Parish Personnel Policy & Procedure Manual

- h.** Provides information to persons seeking financial or material assistance. Makes appropriate referrals to St. Vincent Funds.
- i.** Assists Office Manager that all sacramental data is recorded, filed, and disseminated as per ecclesiastical regulations. This includes Baptisms, First Eucharist, Confirmations, Weddings and Funerals.
- j.** Maintains public communication areas of the church and ensures that special materials are in the pews or vestibule as needed.
- k.** Assures printing, mailing of liturgical minister schedules throughout the year.
- l.** Assures that Mass requests are forwarded to Pastor and that notification is sent to the designated person.
- m.** Maintains a level of knowledge and skills required to function as an administrative assistant/secretary. This may be accomplished through reading appropriate materials, participating in training opportunities and attending approved and appropriate workshops.
- n.** Assists the Office Manager everyday operations.

WORK SCHEDULE

The schedule is as follows: Monday-Friday, 9:00 a.m. - 5:00 p.m. It is the attendance standard of the Diocese of Yakima for all employees be present and on time each work period that they are scheduled to work, this expectation will be followed by the Bilingual Administrative Assistant. Full or partial absence during any scheduled work period, arriving late, or leaving early, for whatever reason, may result in disciplinary action up to and including termination of employment. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

QUALIFICATIONS

Necessary Skills:

- a.** Ability to organize and conduct multiple competing priorities.
- b.** Ability to communicate clearly and effectively orally and in writing with diverse populations.
- c.** Ability to accomplish projects with little supervision.
- d.** Ability to use verbal and written interpreting Spanish skills to aid Spanish speaking parishioners and visitors as warranted.

Special Skills:

- a.** Able to cooperatively work with other office staff.
- b.** Self-starter and creative problem solver.
- c.** Able to handle difficult people and stressful situations in a calm and respectful manner.
- d.** Be detail oriented and meet strict weekly/monthly/annual timelines.
- e.** Maintain excellent organizational skills and ability to manage multiple tasks at the same time.
- f.** This position required confidentiality and meticulous accuracy in all matters.
- g.** Ability to successfully complete a criminal history and background.
- h.** Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Access, and mail merges: email and web searches.

ACKNOWLEDGEMENT

THIS POSITION DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENT OF THE POSITION AS SUCH. IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE POSITION MAY REQUIRE OTHER ESSENTIAL AND / OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. HOLY FAMILY PARISH OF THE DIOCESE OF YAKIMA RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS POSITION DESCRIPTION, NOT BY THE COMPLETION OF THE REQUIREMENT OF THE POSITION BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE. EMPLOYMENT IS "AT WILL" AND MAY BE TERMINATED AT ANY TIME BY THE EMPLOYEE OR HOLY FAMILY PARISH WITH OR WITHOUT CAUSE OR NOTICE.

Signature of Employee

Date

Signature of Pastor

Date