

Christ the King Catholic Church
1111 Stevens Drive · Richland, WA · 99354

Job Title: Parish Receptionist

Classification: Full-time M-F

Pay Range hourly: \$21.00 - \$24.00

Benefits include:

- Medical insurance
- Dental insurance
- Vision insurance
- Disability insurance
- Paid time off
- Sick time

Reports to: Pastor (or Parish Administrator and or Admin. Assistant)

General Function:

This support position provides primary receptionist duties for the parish office and the religious education department and provides general office assistance to the priests and members of the parish. Maintains strict confidentiality regarding all financial and personal information encountered during the performance of job duties. Provides professional and friendly demeanor in representing the parish to our parishioners, the Diocese, vendors and the general public.

Major Activities:

1. Acts as primary Parish and Religious Education Receptionist, answering multi-line phones for both the parish office and religious education department, assisting callers, relaying messages, and providing referrals when indicated.
2. Greets visitors to the parish office with congeniality and concern, provides information, assistance and necessary information.
3. Performs room scheduling duties for parish, Religious Education and Youth Ministry activities
4. Assists Parish Secretary with Parish Records
 - Performs Sacramental recording
 - Prepares Sacramental Certificates
5. Places orders for office supplies, religious education materials and religious goods
6. Assists parishioners with Mass Cards
7. Sends out parish registration forms and information, as requested
8. Provides key and building access control
9. Assists with all parish mailings
10. Assists in updating parish data base
11. Provides coverage in the absence of other parish office staff
12. Provides assistance to Parish Committees

Additional Duties:

1. Work with other staff as a team member
2. Cross train with Parish Secretary duties.
3. Maintain a positive, professional working environment
4. Attend staff meetings

Job Requirements:

The following requirements are those that are normally required for performance of this position. Any disabled applicant or incumbent who does not meet one or more of the requirements, but who can perform the essential functions of the job (with or without reasonable accommodation) shall be deemed to meet these requirements.

Physical Requirements:

This position normally requires the physical demands of standing, walking, bending, lifting or performing other work requiring low physical exertion. Speaking, hearing and adequate vision, and occasional typing are necessary to perform the job requirements.

Non-Physical Requirements:

Education: High school diploma, some college preferable

Bilingual: Fluent in both English and Spanish

Experience: Two years clerical/receptionist experience required

Special Skills:

- ❖ Ability to work well with other people, to maintain confidentiality and a positive, team-oriented attitude toward parishioners and parish office staff
- ❖ Ability to handle difficult people and stressful situations in a calm, respectful manner
- ❖ Experience using standard office equipment: fax, copy machine, multi-line phones, postage meter
- ❖ Basic computer skills using Microsoft software: operating System, word processing and database applications.
- ❖ Long time, active Catholic
- ❖ Familiarity with Christ the King Parish and Parish Members

Pastor Signature: _____ Date: _____