

Parish Office Secretary/Receptionist

St. Jude Parish is accepting applications for the position of Secretary/Receptionist. This position is 20-30 hours per week. Job description and application form can be found at St. Jude Parish website, www.judes.org or by request. Send application and resume with references to Fr. Mark Reasoner, 50 Edgewood Road NW, Cedar Rapids, IA 52405, FAX: 319-390-3457, E-mail: M.Reasoner@Judes.org by March 28, 2017.

St. Jude Catholic Church Job Description Secretary/Receptionist

This position requires handling of correspondence, record keeping, managing detailed and routine work, website upkeep, greeting telephone callers, visitors, and providing a welcoming environment in the office. Familiarity with using Microsoft Word and Excel would be helpful.

Employment Status:

- From 20 up to 30 hours per week, but not to exceed 30 hours per week without the prior consent of the pastor.
- Work should be performed during normal office hours (9am to Noon, 1 pm to 4 pm, Monday through Friday).
- This person is under the supervision of and accountable to the pastor.

Duties:

Front Desk Duties:

- Welcome people
- Answer phone and take messages
- Provide information and direction to visitors
- Provide assistance and help when needed
- Inform staff of appointment arrivals

General Office:

- Filing
- Assemble bulk mailings

- Typing
- Sort daily mail
- Create mailing labels
- Make copies on request
- Take registrations for the Baptism classes
- Fill out forms and information for Baptism Certificates
- Print customized Church Baptismal Certificates and Marriage Certificates
- Write and send letters for Sacramental needs
- Research church records when needed
- Fax documents
- Prepare Pastoral Council packets
- Mail Sacrament notifications
- Contacts Volunteers for various needs
- Scores FOCCUS
- Assists with parish committee special event sign-ups, collect money as needed for these events.
- Assists and performs other secretarial duties assigned by the pastor.
- Set up Mass Intentions; records the Mass intentions on both the computer and Liturgical Calendar.
- Updates and maintains the parish calendar.
- Reserves the different parish spaces for parish activities.
- Takes Reservations for people who rent the new St. Jude Parish Community Center, Thaddeus Hall, or the Thaddeus Room.
- Rental for Events - Works with individuals who wish to rent either the new St. Jude Parish Community Center, Thaddeus Hall, or the Thaddeus Room to complete the rental agreement and all other necessary forms. Sends the appropriate documents to the Archdiocese for approval. Also arranges for event managers for events as well as collecting money for rental and other services.

Record Keeping:

- Record Sacraments (Funerals, Weddings, Baptisms, First Eucharist and Confirmation)

Printed Publications:

Create and/or update the following:

- Funeral planning books
- Prepares and edits weekly bulletin.
- Correct bulletin articles.
- Prepares weekend Mass announcements
- Prepares presider's book for funerals
- Puts updated schedules on the parish website (altar servers, Liturgical Assignments, Musician's Schedules, etc.)