

The Northwest Corner Catholic Community
St Joseph, Ferndale – St Anne, Blaine – St Joachim, Lummi
5781 Hendrickson Ave
Ferndale, WA 98248
(360) 384 3651

PARISH: Northwest Corner Catholic Community

TITLE: Office Assistant 25 hours per week 9 am to 2 pm Monday - Friday

NAME: REPORTS TO: PAA

SALARY: DOE

DATE: 01-23-2023

I. POSITION PURPOSE

To greet and refer visitors and callers to the parish, schedule facilities and provide clerical assistance.

II. Qualifications:

- Must maintain proficiency in Microsoft Office, the parishioner management system and any other hardware or software required to perform the duties of the position.
- Prior in-office administrative support experience preferred.
- Archdiocese of Seattle Safe Environment Training and a clear background check required.
- candidate must have excellent organizational skills.

III. MAJOR DUTIES AND RESPONSIBILITIES

- Maintains the Parish Database System making changes, additions and deletions as needed.
- Maintains filing systems for the office.
- Maintains Sacramental records, parish registration and other parish filing systems.
- Maintains facilities calendar and accommodates requests for changes.
- Prepares letters, forms, and brochures and other correspondence for the office.
- Prepares and processes regular mail and bulk mailings.
- Assures preparation of the weekly parish bulletin.
- Performs secretarial functions for the pastor and other staff as delegated.
- Provides assistance to parishioners requesting Mass requests and Mass cards and provides information about stipends. Maintains Calendar of Mass intentions and prepares the name list for father each week for each parish.

- Helps money counters and post Vanco & Sunday donations in PDS and maintain balance sheet.
- prepare monthly parishioner birthday cards.
- prepare and mail priest anniversary /birthday cards.
- prepare prayer of the faithful for all three parishes
- prepare money bags for Sunday collections for all 3 parishes.
- Help with church mass mailers, end of year statements, ACA and Stewardship
- Perform other duties as assign.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____

