

[Parish]
[City & State]

Position Title: Bi-Lingual Secretary/Receptionist
Languages: English & Spanish

Employment Status: *Minimum 30-hours, maximum 35-hours per week*

Title of Supervisor: (Name of Pastor)

Date Prepared: (Indicate Date)

Approved By: _____
(Name of Pastor)

Position Summary:

The Secretary provides secretarial/receptionist support, day-to-day operational services for both parish office operations so that the mission of the parish is successfully achieved. The secretary/receptionist maintains strict confidentiality regarding all personal and financial information encountered during the performance of job duties to ensure financial administration is administered accurately. This employee provides professional and friendly demeanor in representing the parishes so that the parishioners, the Diocese, vendors and the public are enhanced with a positive spiritual environment.

Major Responsibilities:

1. *Provides secretarial and administrative support for the pastor so that he can be a good steward of the parishioners' time, treasure and talent.*
 - a. At the pastor's direction based on the regular mailing cycle, prepare first-class and bulk mailing as required
 - b. Maintains and updates databases and records on a daily basis as directed by the pastor for the parish (i.e. postal addresses, email lists, recording of marriages, baptisms, funerals, new parishioner registrations, and telephone and fax information).
 - c. Develop and maintain accurate, standard filing systems with written procedures for the parish that are reviewed with the pastor on a monthly basis.
 - d. Retain and file documents on a weekly basis for future disposition per Diocese policies.
 - e. Composes letters, reports, and other documents on a daily basis or as directed by the pastor
 - f. Compose weekly bulletins for both Anglo and Hispanic parish communities or as directed by the pastor.
 - g. At all times during business hours maintain an accurate calendar of activities and scheduling parish meeting spaces.
 - h. Prepare, register and maintain all new member cards, Sacramental Record Books, and appropriate certificates on a weekly basis.
 - i. On a weekly basis, monitor inventory of supplies, office equipment and maintenance services.
 - j. Control church building keys by maintaining a key log on a monthly basis or as directed by the pastor.

- k. On a weekly basis track construction projects in terms of work schedules, budgets and restricts gifts so that parish leadership has clear data when making recommendations to the pastor and parishioners have clear indicators of the progress both parishes are making on the facility projects.
 - l. Perform other duties or special projects as may be required by the pastor.
- 2. *Provide receptionist services for the parish in (Name Parish City) so that – on behalf of the pastor -- all receive hospitality regardless of their language, culture or personal background***
- a. Maintain a professional demeanor during the posted daily business office hours as directed by the pastor in order to serve the parish leaders, and volunteers so that the parish can successfully serve its purpose for ministry
 - b. On a daily basis screen and distribute incoming mail and other related material as directed by the pastor.
 - c. On a daily basis coordinate on site volunteers in (Name Parish City) in both Spanish and English so that the ministries are well coordinated and build up the life of the parish.
 - d. When the Pastor is unable to attend, assist the Pastor in parish leadership meetings for both Spanish and English speaking communities so that parishioners and parish leadership can track the growth in the stewardship of the parishes' time treasure and talent.
- 3. *Maintain a level of skill and knowledge commensurate with the position in order to sustain excellence service to the pastor, the parishioners and the parish leadership.***
- a. Attend diocesan training or conferences related to this position as directed by the pastor.
 - b. Maintain a level of spirituality, prayer and worship so that the position nurtured in the context of Church ministry based on the annual review with the pastor.

Special Skills:

- a. Establish and maintain working relationships with leaders (both Anglo and Hispanic) of the parish so that it is served efficiently and timely.
- b. Provide excellent bi-lingual oral, written, and interpersonal communication skills required by the pastor.
- c. Have the capacity to frequently re-evaluate and reprioritize tasks as defined by the pastor to ensure the needs of the parish are successfully met.
- d. Be detail oriented and meet strict weekly/monthly/annual timelines.
- e. Maintains and/or coordinates parish website and Face Book page on a weekly basis or as directed by the pastor so that both Spanish and English speaking parishioners are invited to full and active participation in parish life.
- f. Have the ability to work well with others, maintain confidentiality and provide a positive, team-oriented attitude.
- g. Maintain excellent organizational skills and ability to manage multiple tasks at the same time.

WORK SCHEDULE: The normal work schedule is *30-hours minimum/35-hours maximum per week*. The exact schedule is to be determined by the (Rev. Name). It is the attendance standard of the Diocese of Yakima that all employees are present and on time each work period that they are scheduled to work.

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. The pastor will conduct probation performance evaluation and subsequent annual performance evaluations.

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 accommodations) 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 required low physical exertion, talking, and hearing on a regular basis to perform the job requirements. These physical demands are required up to 90% of the time.

- **NON-PHYSICAL REQUIREMENTS:**
 1. Education:
 - a. A minimum of a high school diploma **with** at least 2-years post secondary education in Secretarial Science, Business Administration, and Computer Technology preferred.
 2. Experience:
 - a. 3 to 5 years as a Secretary with demonstrated success preferred
 - b. Demonstrated competence and proficiency in MS Programs (Word, Excel, Publisher, PowerPoint)
 - c. Ability to learn new database management programs easily as required
 - d. Bi-lingual in English and Spanish required so that the needs of the parish are served for both our Anglo and Hispanic communities

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 NO LISTED HEREIN. 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 THE DIOCESE OF YAKIMA WITH OR WITHOUT CAUSE OR NOTICE. THIS POSITION REQUIRES THE EMPLOYEE IS A PRACTICING CATHOLIC IN GOOD STANDING WITH THE CATHOLIC CHURCH AND COMMITTED WITH THE MISSION AND VALUES OF THE CATHOLIC CHURCH IN CENTRAL WASINGTON.

Signature of Employee

Date

Signature of Supervisor

Date