

JOB DESCRIPTION

Date Prepared: March 8, 2024

Date Issued: March 8, 2024

Date Revised: N/A

POSITION TITLE: Receptionist – Part Time / Bi-lingual English/Spanish

JOB CLASSIFICATION: Non-Exempt

DEPARTMENT: Administration

REPORTS TO: Business Manager

SUPERVISORY RESPONSIBILITY: None

INTERNAL/EXTERNAL CONTACTS: Parish staff and volunteers, committee members, diocesan offices, extended catholic community, cathedral guests and organizations.

WAGE RANGE: \$17 **HOURS:** Saturday and/or Sunday 9am – 3pm

REQUIRED:

- Courteous and professional manner with strong organizational and communication skills;
- Ability to accurately communicate information about various parish departments, ministries and cathedral functions.
- Maintains strict level of confidentiality.
- Intermediate knowledge/experience with Microsoft outlook, word, excel.
- Read, write and speak English and Spanish.
- Availability to work weekdays if needed.
- Ability to work on a rotation schedule for weekend shifts.

DESIRED:

- AA graduate and/or equivalent job-related experience required.
- Three years recent experience as a receptionist/secretary preferably in a church environment.

SUMMARY OVERVIEW: To greet, welcome, and assist parishioners and guests to the cathedral campus in a professional and pastoral manner. Answers questions and gives information on various church topics; relays information to guests on scheduled events and where they are taking place; operates telephone console; may assist clergy and staff by providing clerical and secretarial duties as needed.

ESSENTIAL FUNCTIONS:

- Greets and welcomes parishioners and visitors.
- Notifies staff member of visitor's arrival and asks visitor(s) to remain in reception area until staff arrives to escort to the meeting area.
- Prepare weekend work i.e. prayer of the faithful, announcements, Mass intentions.
- Posting sacramental information into the parish data system.

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- Prepare certificates requested by parishioners i.e. baptism, first communion, confirmation, and marriage.
- Responds to inquiries on a wide variety of topics regarding campus events and parish ministries both on the telephone and in person.
- Maintains requests for issuance of room keys ministry leaders and checks the calendar to ensure the room key is given to an authorized person.
- Answers the telephone in a professional and courteous manner, relays/emails telephone messages promptly and accurately, transfers telephone calls appropriately.
- Demonstrates proficiency in use of Microsoft outlook programs, including email, word processing and computer skills.
- Completes and prepares assigned work given from supervisor.
- Records marriage, baptisms, weddings, first communion and confirmation certificates into the sacramental 'record' book.
- Complete Mass intention cards as requested by parishioners.
- Other duties as requested by the Supervisor.

PHYSICAL REQUIREMENTS:

Typical Working Conditions	Typical office environment
Equipment Used	Basic computer equipment, keyboard, mouse, telephone, copier, calculator.
Essential Physical Tasks	Communicate, move, remain stationary and occasionally carry material as needed up to 15 lbs.