

**St. Joseph, Husband of Mary Roman Catholic Church**  
**Immediate Part-time Position**  
**Parish Office Coordinator**

St. Joseph, Husband of Mary Catholic Church is seeking an Office Coordinator to direct activities of our receptionist staff, provide clerical support for parish calendars, liturgy and facility schedules, and parish activities. You and your team will support visitors by greeting, welcoming, and directing them as needed to fulfill their requests. The receptionist services for the parish office includes the recording of messages, answering phone calls, responding to emails, the handling of routine questions regarding policies, events, and sacraments, and monitors and orders office supplies. The ideal candidate will be a detail oriented, highly flexible team player who is able to meet deadlines and be able to manage a variety of different tasks simultaneously. We are looking for someone who has excellent written and oral communication skills. The candidate must have knowledge of the Catholic faith, Church liturgy and Sacraments. This is a part-time position, 25 hours per week. Must be proficient in Microsoft Outlook, Word, Excel, and Publisher.

Please contact St. Joseph, Husband of Mary parish office at 702-363-1902 to apply.

**JOB TITLE:** Office Coordinator

**DEPARTMENT:** Administration

**REPORTS TO:** Finance and Administration

**VISION:**

This position will provide administrative support to the parish office. They assist with the day-to-day functions of the office as one who welcomes and greets people in a friendly manner, who come into or telephone in the parish office. They coordinate use of campus facilities, weddings, fingerprinting, safe environment, receptionist schedules, answering service liaison, and mailings.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** includes, but is not limited to the following:

Receptionist Duties and Responsibilities:

1. Welcomes and greets people who come into the parish office in a friendly and courteous manner.
2. Answer phone calls, responds to questions, takes messages, and refer inquiries to appropriate staff.
3. Assists Census with registering new parishioners and information updates for existing parishioners.
4. Coordinates sick call/hospital information list for clergy.
5. Assists families with fulfillment of Baptism documents.
6. Records sacramental information in parish registers such as Baptisms, 1st Communions, Confirmations and Weddings.
7. Assists wedding couples with initial information and PMI testing.
8. Prepares receipts for Mass cards, Wedding payments (not initial deposits), Memorial Candles, Blessings, Book Sales, and Holy Water.
9. Maintains office change fund. Reconciles Change Fund at the beginning of each shift and records results in the Change Fund Log. Reports differences to Accounting.
10. Monitors office equipment to ensure proper performance between service calls.
11. Provides parish information regarding events, liturgies, and sacraments.
12. Supports Finance in the completion of fingerprinting and safe environment tests as needed.
13. Other duties as assigned or requested.

Coordinator Duties and Responsibilities:

14. Collaborates with Census information to coordinate parish mailings.
15. Supports Finance in the completion of fingerprinting and safe environment tracking and recording requirements.
16. Provides Pastor or his Personal Assistant with wedding couples ready to begin the wedding process. Reviews initial wedding papers for completeness and arranges for wedding PMI tests. Notifies Pastor or Personal Assistant when initial paperwork is complete.
17. Completes paperwork and records sacramental record information in parish registers.
18. Coordinates the master campus facility calendar and schedule in PDS Church Facilities.
19. Acts as the parish liaison to volunteer committees, ministers, and guild leaders.
20. Parish liaison to third-party answering service.
21. Coordinates parish telephone announcements and recordings.

22. Order office supplies including letterhead, envelopes, and other essential items.
23. Manages office supply inventory on hand and paper stock for scheduled mailings.
24. Assists with the preparation of receptionist work schedules.
25. Coordinates clergy confession schedule and priest assignments.
26. Other duties as assigned or requested.

**SKILLS AND QUALIFICATIONS:**

1. The candidate must have knowledge of the Catholic faith, including, Church liturgy and Sacraments.
2. Willingness and ability to support the mission of the Church and the Pastor.
3. Effective communication and communication skills and a desire to exceed parishioner expectations.
4. Typing proficiency, data accuracy, and time management skills are required.
5. Working knowledge of Microsoft Office computer applications (Word, Excel, Outlook).
6. Excellent organizational skills and demonstrated ability to multi-task.
7. Organized with an attention to detail.
8. Ability to maintain standards of confidentiality and professionalism.
9. Ability to work well with others, as well as independently.
10. Seeks continued self-improvement and skill development.
11. High School Diploma and minimum of three years of relevant office experience.

Discussed and Acknowledged:

Employee: \_\_\_\_\_

Date: \_\_\_\_\_