

PARISH: Holy Disciples

TITLE: *Administration Assistant II*

NAME: Incumbent

REPORTS TO: Pastoral Associate

DATE: TBD

GRADE: Z1-4

Schedule: Monday – Thursday  
Friday

9:00 AM – Noon & 1:00 - 4:00 PM  
9:00 AM – Noon

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## **I. POSITION PURPOSE**

Provides administrative services in support of the parish and its activities.

## **II. ESSENTIAL POSITION FUNCTIONS**

- A. Coordinates volunteers as needed for parish administrative projects & front office operation.
- B. Serves as receptionist as needed.
- C. Assures preparation of the weekly parish bulletin.
- D. Performs secretarial functions for the Pastor and Pastoral Associates.
- E. Maintains facilities calendar and accommodates requests for changes.
- F. Serves as liaison and public relations representative between parish staff, parishioners, committee members (funeral, welcoming), vendors and others who visit or call the parish.
- G. Assists those in need by providing appropriate referral sources.
- H. Maintains an inventory of supplies and reorders as needed.
- I. Evaluates office equipment and software, and manages the up-grade or installation of new equipment or systems. Directs the preparation and upkeep of asset inventory.
- J. Assists in the maintenance of the parish websites.

**III. SECONDARY FUNCTIONS**

- A. Prepares appropriate documentation and provides duplicating and collating services for parish events.
- B. Evaluates and revises office procedures to enhance efficiency.
- C. Performs other duties as assigned.

**APPROVED:**

**EMPLOYEE**  
**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SUPERVISOR**  
**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_