



JOB DESCRIPTION

St. Gregory the Great Family

Position Title	Guardian Angels Rectory Administrative Assistant
Location	Guardian Angels Rectory
Reports to	Guardian Angels Business Manager
Status	Part Time (less than 29 hours per week)

POSITION SUMMARY:

The Rectory Administrative Assistant serves the Family of Parishes by managing the front desk in the Guardian Angels rectory, presenting a positive, friendly, organized, and compassionate first impression of the family. Responsibilities include coordinating office activities, managing communications and records, and supporting key people, programs, and campaigns. The role involves working with the school and community volunteers, organizing meetings, and keeping daily office operations running smoothly through effective use of available systems and procedures. In addition, this position supports the business office and cemetery operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

1. Regularly communicates by phone, email, and mail to parishioners, outside organizations, vendors, and others.
2. Screens calls and greets guests for the office.
3. Sets priorities and procedures for all sacraments and the sacramental records.
4. Maintains electronic databases and physical files for the offices.
5. Operates a variety of office equipment, such as a personal computer, printer, photocopier, and scanner.
6. Perform other duties assigned by the business manager.

MINIMUM REQUIREMENT/SKILLS:

- Knowledge of modern office procedures and methods including telephone communications, email, office systems, and record keeping.

- Ability to establish priorities, work independently, and proceed with objectives without supervision.
- Ability to handle and resolve recurring problems.
- Attention to detail.
- Shows initiative.

Additional Requirements

1. Must pass a background, criminal, and reference check.
2. All employees of St. Gregory the Great must be SafeParish™ trained and be current on their quarterly bulletins
3. Must be able to pass a drug test.

Working Environment

1. Some weekend and evening work hours are required.
2. Employees of St. Gregory the Great Family will know the Catholic faith, have a willingness to work for a Catholic, faith-based agency, and adhere to the policies of the Catholic Church.
3. Employees will not publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. The requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.

PLEASE SEND A COVER LETTER AND RESUME TO:

Attn: Business Manager
Guardian Angels Parish
office@gaparish.org