

**Our Lady of Fatima Parish
Moses Lake, WA**

Position Title: Part-time Bi-Lingual Secretary Receptionist

Employment Status: 20 hours per week

Salary Range: \$17.00 to \$19.00 per hour

Supervisor: Office Manager

Benefits Information: Less than 20 hours a week

Employee benefits are not available for employees working less than 20 hours a week.

Vacation: no vacation accrual

Position Summary:

The secretary/receptionist position provides support in an office environment for the day-to-day operations of the parish so that the mission of the parish is successfully achieved. This employee provides a professional and friendly demeanor in representing the parish so that the parishioners, the diocese, co-workers, vendors and the public encounter a positive spiritual experience when dealing with the parish office.

Major Responsibilities:

1. ***Provides secretarial support for the pastor and parish staff to facilitate good stewardship of the parishioners' time, treasures and talents.***
 - a. Receive and route all incoming telephone calls during regular business hours.
 - b. Greet and receive all visitors and address their needs in a helpful friendly manner so that all receive hospitality regardless of their language, culture or personal background.
 - c. Provide excellent bi-lingual oral, written, and interpersonal communication skills as needed.
 - d. Assist with all aspects of Religious Education and Faith Formation programs, including registration, processing, attendance records, accurate record keeping and support for coordinators and catechists.
 - e. Create and maintain sacramental records for First Communion, Confirmation and OCIA programs
 - f. Screen and distribute incoming mail and other related material and assist with filing and processing out-going mail as needed
 - g. Create monthly calendars, flyers and bulletin inserts as requested by coordinators, catechists or other faith formation volunteers or office staff to support the religious education program.
 - h. Coordinate religious education and group activities with parish calendar to avoid conflicts
 - i. Coordinate volunteer staff to provide to parish ministries and productive use of volunteer time and talent within the parish environment
 - j. Perform other duties or assignments as may be required.

Special Qualifications and Skills:

1. ***Maintain 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. Ability to follow standard procedures and processes
 - b. Ability to maintain excellent organizational skills, set priorities and manage multiple tasks at the same time.
 - c. Strong computer proficiencies; Microsoft Office Suite, Publisher, Excel, electronic calendars, database software use and other leading office software programs
 - d. Ability to update and maintain Faith Formation electronic files
 - e. Faithful practicing Catholic with knowledge of the faith and evangelization skills.
 - f. Have the ability to work well with others, maintain confidentiality and provide a positive, team-oriented attitude.
 - g. Attend diocesan training or conferences related to this position as available
 - h. Must submit and pass a Criminal Records Investigation and complete "Protecting God's Children" (Virtus) training

Work Schedule: The normal work schedule for this position is ***18 hours minimum 20 maximum hours per week.*** The exact schedule is to be determined by the Parish Office Manager. 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.

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..
 2. Experience:
 - a. 2 to 3 years of secretarial experience preferred
 - b. Demonstrated competence and proficiency in MS Programs (Word, Excel, Publisher, PowerPoint)
 - c. Ability to learn new database management programs as required
 - d. Oral and written bi-lingual skills 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 not 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 to be a practicing Catholic in good standing with the Church and committed to the mission and values of the Catholic Church in central Washington.

Signature of Employee

Date

The Diocese of Yakima is an equal opportunity employer without regard to race, sex, color, place of national origin, age, or disability in otherwise qualified individuals as defined by state and federal law. This is subject to the recognition that there are certain positions within the Diocese in which membership and active participation in the Catholic Church are required and / or desirable in order to fulfill the responsibilities of the position.