

St. Pius X Parish Quincy, Washington

Position Title: Office Assistant

Employment Status: 16 hours per week

Compensations: \$15.74 to \$18.00 per hour, Part-time

Benefits: There are no benefits available, and the time off may be negotiated in advance with approval. The unpaid holiday time is available and currently 11 days a calendar year.

Title of Supervisor: Rev. Gerardo Cisneros

Date Prepared: July 18, 2023

Approved By: Rev. Gerardo Cisneros

Position Summary:

The Office Assistant provides secretarial support, day-to-day operational services for the parish office operations so that the mission of the parish is successfully achieved. The Office Assistant maintains strict confidentiality regarding all personal and financial information encountered during the performance of job duties to ensure administration is administered accurately. This employee provides professional and friendly demeanor in representing the parish so that the parishioners, the Diocese, vendors and the public are enhanced with a positive spiritual environment.

Major Responsibilities:

1. ***Provides secretarial and administrative support for the pastor and parish administrator***
 - a. Basic secretarial duties include, but not limited to greeting people, answering phones, filing, computer entry, photocopying, manage bookstore sales, and order supplies.
 - b. Must communicate in English and Spanish, both verbally and in written form.
 - c. Assist Office Administrator, Elementary Religious Education Director, and Pastor as needed, especially in translation.
 - d. Assist Office Administrator and Pastor in areas as needed, such as charity requests, social events, mailers, parishioner data entry, bulletin folding, etc.
 - e. Keep Sacrament fliers copied and available in church.
 - f. Send emails as needed to parishioners about upcoming parish-wide events.
 - g. Keep parish website information current.
 - h. Keep Parish Bookstore stocked and sell products as needed.
2. ***Provide receptionist services for the parish so that – on behalf of the pastor -- all receive hospitality regardless of their language, culture or personal background.***

- a. Maintain a professional the posted daily business office hours as directed by the pastor in order to serve the parish leaders, and volunteers so that the parish can successfully serve its purpose for ministry
- b. On a daily basis screen and distribute incoming mail and other related material as directed by the pastor.

Special Skills:

- a. Establish and maintain working relationships with leaders (both Anglo and Hispanic) of both parishes so that each parish is served efficiently and timely.
- b. Provide excellent bi-lingual oral, written, and interpersonal communication skills required by the pastor.
- c. Have the capacity to frequently re-evaluate and reprioritize tasks as defined by the pastor to ensure the needs of the parish are successfully met.
- d. Be detail oriented and meet strict weekly/monthly/annual timelines.
- e. Maintains and/or coordinates parish websites and Face Book pages on a weekly basis or as directed by the pastor so that both Spanish and English speaking parishioners are invited to full and active participation in parish life.
- f. Have the ability to work well with others, maintain confidentiality and provide a positive, team-oriented attitude.
- g. Maintain excellent organizational skills and ability to manage multiple tasks at the same time.

WORK SCHEDULE: The normal work schedule is **16-hours per week**. The exact schedule is to be determined by Rev. Gerardo Cisneros. 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 minimum of a high school diploma
Experience:
 - a. 1 year as a secretary with demonstrated success preferred
 - b. Demonstrated competence and proficiency in MS Programs (Word, Excel, Publisher, PowerPoint)
 - c. 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.

Signature of Employee

Date

Signature of Supervisor

Date