**POSITION DESCRIPTION**

**Position Title:** Administration Assistant

**Location:** Richmond Catholic Parish Presbytery

326 Church Street Richmond

**Employment Type:** Permanent | Part Time | 28 hours over 4 days

**Working Hours:** 9.00am to 4.00 pm

**Reports to:** Parish Priest | Parish Manager | Parish Accountant

**POSITION PURPOSE**

The Administrative Assistant role proves both and clerical and administrative support to the Parish Priest and the Parish Manager.

The Administrative Assistant is often the first point of contact and so it is a role of welcoming and helping all visitors to the parish office.

The Administration Assistant enhances the quality of service provided by the parish, incorporating the communities of St Ignatius and St James to the parish’s and local community, wider stakeholder groups and the Archdiocese.

The primary purpose of the role of Administration Assistant is to assist the Parish Priest in the, administrative and secretarial duties that enable the Parish Office to run effectively, efficiently and professionally at all times. The role is collaborative partnership with the other Parish Team providing support and back up as required in demanding situations.

**KEY ACCOUNTABILITIES & PERFORMANCE**

|  |  |  |
| --- | --- | --- |
| **Key Performance Area** | **Key Task** | **Performance Indicators** |
| **ADMINISTRATION** | * Meet, greet and assist callers and visitors * Take, record and convey messages accurately and promptly * Dealing with telephone and email enquiries * Collect parish mail, sorting and distributing incoming post whether parish or tenants, and organising and sending outgoing post * Respond to correspondence when required * Creating and maintaining filing systems (documents and computer-based information) * Keeping the office diaries up to date, be they electronic and/or hard copies * Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel and Publisher to produce correspondence booklets, flyers, documents and maintain presentations, records, spreadsheets and databases. * Photocopying and printing various documents, as required * Ordering and maintaining stationery and equipment * Participation in Team Meetings as required. * Open the Church and the Sacristy and set all the items required for liturgical celebrations officiated by visiting clergy and return them to their proper places afterwards. * Act as Sacristan as the need arises. * Ensure enough supplies of altar bread and wine; candle oil * Place information for special collections in the Church * Ensure information in regards to flyers and the like are up to date in the Church * Other duties as requested by the Parish Priest and/or Parish Manager | Office is attended at all times during advertised office hours.  Standardisation of administrative procedures.  Effective liaison with Parish Priest, Parish Manager and Volunteers.  Is responsive to the needs of the employer at all times during working hours. |
| **Information Management** | * Update Parish Office Calendar weekly for Church and Parish Events * Develop and maintain database of parishioners. * Maintain hard copy of Sacramental Parish Register and electronically on PACEM. * Collating weekly content for preparation and production of the Parish Bulletins * Develop and Maintain Church Rosters – be it readers, special ministers and the like, both for St. Ignatius Church and St. James. * Assist the Parish Priest in transcribing details onto Wedding Papers * Making bookings in the Parish Calendar regarding Weddings, Baptisms, Funeral and other Sacraments and events. * Issuance of Certificates for Weddings and Baptisms * Archiving and Maintenance of Parish Records * Other duties as requested by the Parish Priest and/or Parish Manager | Parish Calendar is kept up to date weekly regarding Church Events.  High level of accuracy is maintained in disseminated information.  Necessary information is recorded in a timely fashion, e.g. Calendar is up dated weekly.  High level of satisfaction with service delivery for both in-house and external customers. |
| **Finance** | * Enter Thanksgiving Envelopes into the Parish and Archdiocese Data Base * Prepare new Thanksgiving Envelopes * Prepare and set up new contributors to the Thanksgiving Program * Other duties as requested by the Parish Priest, Parish Manager and Consultant Accountant. | Financial processes are maintained to ensure a high level of efficiency and accuracy. |
| **Parish Website** | * Responsible for managing and updating the content of the Parish website | Website information is updated and maintained. |

**COMPETENCIES, SKILLS AND EXPERIENCE**

* Well motivated to work for the Church and possess a strong commitment to its practices and values
* Demonstrated ability in accurate and proficient performance of a wide range of administrative tasks.
* Excellent organisational and problem-solving skills.
* Ability to work under pressure to meet deadlines.
* Energetic and highly motivated with initiative and capacity to work with minimum supervision.
* Maintain records in a confidential, tidy and readily accessible manner
* Maintain a high level of integrity, confidentiality and discretion.
* Computer competence in Microsoft Office Applications, Parish Data and Archdiocese Data Program – PACEM

**DECISIONS REFERRED TO THE PARISH PRIEST**

* Changes in office administration arrangements and hours of work
* All communications issued on behalf of the Parish
* Pastoral Initiatives
* Relevant financial matters
* Final content of reports and/or correspondence
* Personal Performance Review.

**OTHER REQUIREMENTS**

* Working with Children Check
* Police Check
* Right to Work

**INTEGRITY IN THE SERVICE OF THE CHURCH**

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

**1. Are committed to justice and equity**

**2. Uphold the dignity of all people and their right to respect**

**3. Are committed to safe and supportive relationships**

**4. Reach out to those who are poor, alienated and marginalised**

**5. Strive for excellence in all their work**

**POSITION DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed and fully understand the position description for Administration Assistant. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

**Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**