



ST. JUDE'S PARISH – LANGWARRIN

"May mercy, peace and love be yours in abundance" - Jude 1:2

POSITION DESCRIPTION

Position Title: Administrative Assistant

Location: Langwarrin

Employment Status: Part Time – Fixed Term (10 - 15 hours a week over 2 or 3 days)

Reports to: Parish Priest

POSITION PURPOSE

The Administrative Assistant enhances the quality of service provided by the St. Jude's Parish, Langwarrin to the local community, wider stakeholder groups and the Archdiocese.

The primary purpose of the role of the Administrative Assistant is to provide high level administrative and personal support to the Parish Priest and is to undertake the reception and administrative responsibilities 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.

The role of the Administrative Assistant is a facilitating one between the Parish Priest, Parishioners, Schools & CAM Support Service Departments, such as Administration, Information Technology, Accounting, Building & Property and Human Resources.

The aim is to support Priest by identifying and addressing operational needs.

KEY ACCOUNTABILITIES

- **Administrative & Secretarial Support**
 - Provide high-level confidential administrative and secretarial support to the Parish Priest, including managing his appointment diary, office calendar, workflow, and correspondence.
 - Prepare letters, reports, newsletters, and other documents as required.
 - Attend meetings and provide administrative assistance as requested.
- **Communication & Reception**
 - Attend to all parish correspondence and communications promptly and effectively.
 - Provide a courteous and efficient reception service, ensuring smooth communication within and beyond the parish office.
 - Manage parish website and prepare the weekly parish newsletter.
- **Records & Database Management**
 - Establish and maintain an efficient digital and physical record-keeping system for the parish office.
 - Maintain the parish database and registers (Baptism, Deaths, Weddings, etc.) in PACEM.
 - Ensure confidentiality and discretion in all records and data management.



(03) 9770 9921



langwarrin@cam.org.au



www.stjudeparish.com.au

Parish Address

30 Warrandyte Road,
Langwarrin 3910, VIC

Postal Address

PO BOX 4063
Langwarrin 3910,
VIC

ABN Number

51 048 294 306

- **Financial Administration**
 - Manage end-to-end Accounts Payable and Accounts Receivable.
 - Process and remit bills, invoices, and parish contributions.
 - Record all transactions in Xero and reconcile bank statements.
 - Assist with counting and banking monies, ensuring accurate reconciliation.
 - Prepare quarterly Business Activity Statements (BAS).
 - Prepare financial reports and budgets for the Parish Finance Committee, and attend meetings as required.
 - Maintain and administer PACEM for financial and parish records.
- **Liturgical & Sacramental Support**
 - Provide administrative support for parish liturgies, sacraments, and parish groups/ministries as required.
 - Arrange supply priests during the Parish Priest's absence.
- **Parish Property & Supplies**
 - Ensure parish property and facilities are in good working order, coordinating services and repairs when necessary.
 - Order and maintain records of church and office supplies, including consumables (tea/coffee/stationery).
- **Thanksgiving/Stewardship Program**
 - Assist in maintaining the Parish Thanksgiving/Stewardship Program, including recording contributions and preparing related reports.
- **Other Duties**
 - Assist the parish team with other duties as directed by the Parish Priest.
 - Any other duties as directed by the Parish Priest.

SKILLS FOR SUCCESS

- Confident working knowledge of Microsoft Office (Word, Excel, Outlook, Publisher).
- Proficiency in Xero accounting software.
- Familiarity with parish management systems such as PACEM (Parish On Line).

PERSONAL ATTRIBUTES

- Respect for the mission, identity and core values of St. Jude's Parish community, hospitality and service to all who engage with the parish
- Understanding of the church's teachings and ability to incorporate in their daily activities
- A welcoming "Can do" attitude
- Professional personal delivery and appearance
- Ability to see when something needs to be done and proactively address the area of concern
- An enjoyment of continuous improvement – always looking for better ways of doing things
- A strong sense of pride around efficiency and quality (accuracy) of delivery
- The ability to build positive and collaborative relationships with other employees
- Openly seeks feedback on own performance with a willingness for personal development
- A strong focus on ensuring all employees at Bayside Catholic Mission work in a Healthy Safe environment both physically and psychologically
- A high level of integrity, honesty and confidentiality
- Familiarity with the Software package "Parish Online"

OTHER REQUIREMENTS

- Working with Children Check
- Police Check

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 Administrative 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_____ **Date**_____