



St Bernadette's Parish

Under the Pastoral Care of the Paulist Missionaries



59B Westmoreland Road
North Sunshine Vic 3020
Telephone 9311 2977/Fax 9311 7146

Email sunshinenorth@cam.org.au

POSITION DESCRIPTION

Position Title:	Administration Assistant
Location:	St. Bernadette Parish, 59B Westmoreland, Rd., Sunshine North Vic 3029
Employment Status:	Part Time – Ongoing (7 hours per week and may increase)
Reports to:	Parish Priest / Parish Secretary

POSITION PURPOSE

The Administration Assistant enhances the quality of service provided by the St. Bernadette Parish in Sunshine North, 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 Secretary 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 Teams providing support and back up as required in demanding situations.

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

KEY ACCOUNTABILITIES

- Reception – welcoming all on site visitors and assisting or directing them to where they need to be
- Answering incoming telephone calls and either addressing queries where possible or directing the caller to the appropriate person who can help them
- Assist the Parish Secretary
- Assist in maintaining the Parish Thanksgiving Program
- Ensuring all office equipment is in good working order and if necessary, coordinating services and repairs
- Ordering of church supplies, accepting delivery and maintaining records of goods and services
- The collating and distribution of relevant Parish documents
- Digital and hard copy filing
- Preparation of weekly Parish Newsletter
- Coordinate bookings.
- Maintain Parish database and Registers (Baptism, Deaths, Weddings etc) – PACEM
- Attend meetings as requested
- Any other relevant duties assisting the Parish Team
- Other tasks as directed by the Parish Priest/ Parish Secretary

SKILLS FOR SUCCESS

- A confident working knowledge of Microsoft Office
- Familiarity with the Software package “PACEM”

PERSONAL ATTRIBUTES

- Respect for the mission, identity and core values of St. Bernadette parish community, hospitality and service to all who engage with the parish
- Understanding of what the church teaches 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 and volunteers
- Openly seeks feedback on own performance with a willingness for personal development
- A strong focus on ensuring all employees and volunteers at St. Bernadette Parish work in a Healthy Safe environment both physically and psychologically
- A high level of integrity, honesty and confidentiality
- Familiarity with the Software package “PACEM”

OTHER REQUIREMENTS

- Working with Children Check
- National 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 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 _____