



## ST. PATRICK PARISH

140 Church Street • Portland, MI 48875

Phone: (517) 647-6505 | Fax: (517) 647-7807

### Position Description

**Position Title:** Administrative Assistant

**Reports To:** Pastor

**Full Time:** 40 hours per week

**Effective Date:** June 2026

#### Summary of the Position:

This position reports to the pastor, pastoral Director (Pastor's Designee), or Parish Priest. Assist the pastor, parish staff and parish community in the daily operation of the parish. This person is responsible for managing the Parish Office as it pertains to the day-to-day secretarial and bookkeeping tasks that are required.

- Manage Parish Office
- Coordinator of Church functions
- Deposit Processer
- Funeral Coordinator
- Baptismal Coordinator

#### Work Schedule

- The normal parish workdays are from 9:00a.m. to 4:00p.m. Flexible work schedule is assumed to be based on evening meetings and the requirements of the position. This is an at-will position with benefits and limitations as defined in the St. Patrick Parish Personnel Manual.

#### Manage Parish Office

- Provides reception services for the parish office by welcoming and directing visitors, answering the telephone, appropriately directing calls and being able to operate office equipment.
- Perform secretarial duties for the pastor, staff and other councils, commissions, and committees.
- Assure incoming and outgoing mail and or packages are handled appropriately and distributed to the appropriate staff.
- Order office supplies as needed or upon request for office staff and for the parish hall.
- Maintain parish room usage/event calendar.
- Assist parishioners and others seeking Mass intentions.
- Maintain census records and register new parishioners.
- Maintain contribution envelope list and dispensing of contribution envelopes.
- Post offertory contributions.
- Record sacraments in appropriate ledgers, notify parish of record, and produce sacramental certificates.
- Prepare prayers of the faithful and announcements for weekend masses.
- Assist the business manager with payables.

- Maintain the St. Patrick School alumni files by working with the editorial staff regarding “The Shamrock” parish and alumni newsletter.
- Program and maintain keys and codes for parish door locks and athletic buildings.

### **Coordinator of Church functions**

- Create and maintain the parish website.
- Coordinate and maintain the parish calendar.
- Coordinate and schedule liturgical ministries, offertory counting, and Church cleaning.
- Distribute communications through social media platforms.
- Point of contact for parish and school committees assisting with their mission as it relates to the parish and communications.

### **Deposit Processor**

- Collect and organize currency and checks submitted to the Parish and School.
- Maintain complete and accurate accounting records.
- Following the Dioceses of Grand Rapids policy, prepare currency and checks for deposit.
- Liaison between the financial institution and the Business Office regarding deposits.

### **Funeral Coordinator**

- Point of contact for parishioners, medical professionals and funeral homes as it relates to anointings and funerals.
- Liaison between the family, funeral director, and Parish and school staff in making preparations for the funeral.
- Obtain complete and accurate documentation.
- Scheduling the Funeral on the Church calendar.
- Coordinating with School Administrators when a Funeral conflicts with School schedule.

### **Skills, Abilities and Education:**

- Associates degree or equivalent from a two-year college or technical school or six months to one-year related experience and or training’ or equivalent combination of education and experience.
- Must be friendly, welcoming, and easily approachable to parishioners, staff, neighbors, guests and strangers and have good telephone skills.
- Must be proficient in using Microsoft Excel and Word.
- Must be organized, efficient, and able to prioritize a variety of tasks and responsibilities as well as able to adapt to various interruptions.
- Must have excellent written and verbal communication skills.
- Must be willing to take direction and provide support to the staff and lay leadership of the Parish.
- Be willing to change with new technology and ask for help in learning new technology.
- Must be able to express concerns in a timely and considerate manner to the appropriate personnel.