

## **PARISH OFFICE SUPPORT**

### **Saint James Roman Catholic Church**

2635 Buffalo Road Erie, PA 16510

**Part Time:** 15 to 20 hours per week – Currently Monday and Tuesday 9:00 – 4:00.

**Pay:** Hourly depending on experience

#### **Job Summary**

We are seeking a detail-oriented Parish Office Support Person to join our staff! The Parish Office Support Person is responsible for routine administrative services in support of parish operations. These services are provided on site during a published schedule, and include significant telephone and in-person communications.

#### **Essential Functions**

- Provide reception services by answering the phone and assisting callers; greeting and assisting persons entering the office.
- Prepare and produce printed church documents, including weekly bulletins, informational materials, and mailings.
- Enter collections into the parish database, prepare deposits and pay routine bills using QuickBooks.
- Maintain the parish database for new members, transferring members, sacraments, and other changes, and prepare welcome packets for new parishioners.
- Assist in sacrament scheduling, enter sacraments into the ledger, mail sacramental documents as requested.
- Maintain parish and rental-hall calendars, and prepare rental and insurance contracts.
- Purchase office supplies.
- Other duties as assigned.

#### **Qualifications**

- High school diploma or GED is required.
- Proficient using Microsoft Office products: Excel, Word, and Outlook.
- Experience with accounting software required, QuickBooks experience preferred.
- Experience maintaining an organization database required, Ministry Platform experience preferred.

**To Apply, request and fill out the application. An interview will follow.**