Position available:
Parish Secretary at Sacred Heart Parish

The Parish Secretary position serves as the first Point of Contact for all visitors, parishioners and phone calls at Sacred Heart and requires listening skills, empathy and an understanding of how to meet their needs. The job requires an ability to multi-task as there are constant interruptions. It also requires a need to take initiative, to communicate effectively with visitors and staff and to handle a wide variety of situations. Scheduled office hours are required as this position is responsible for fielding all phone calls when the parish office is open. The Secretary will report directly to the Business Manager. The position is full time and will be eligible for benefits.

Desired but not required: Related education and experience. Working knowledge of the Spanish language.

Responsibilities include:

1. First Point of Contact: Greets all visitors who come in to the office and answers all phone calls; determines their needs and directs them to appropriate staff member
2. Enters all Sacramental data into official sacramental books as well as online.
3. Sets and coordinates all door locks on a weekly basis and handles issues related to this
4. Coordinates baptism and marriage prep classes and all documentation needed for these.
5. Schedules mass intentions
6. Coordinates and schedules all lectors and altar servers via online program
7. Prepares weekend mass resources including books, tables, 2nd collections and announcements
8. Sorts and distributes mail; helps with bulk mailing for school as needed
9. Prepares and mails New Member forms
10. Coordinates All Saints Day mass (Mass of Remembrance) for deceased members of the parish
11. Mails out bulletins to home bound parishioners
12. Controls Parish email and distributes emails appropriately
13. Helps maintain order in office kitchen
14. Assists with St. Vincent de Paul distribution of gift cards
15. Additional areas as needed; responsibilities may be added or deleted depending on staff needs