

## **Church of the Gesu Job Description for Parish Executive Assistant**

### **Position Summary**

The Parish Executive Assistant is responsible for providing administrative support to the Pastor including written and verbal communications, processing of mail, scheduling of appointments, checking email, communication with other staff members and parish groups, and assists Pastor and Parish Life Director with various special projects on an on-going basis as well as assisting Pastor and Parish Life Director with parish events and programs. The individual is also responsible for coordinating, supervising, training, and evaluating the duties of the front office employees and evening and weekend receptionists. He/she will participate in the recruiting and hiring of office staff. Additional responsibilities include establishing and maintaining parish files and records, daily retrieval of parish e-mail, calendar email, and Diocesan e-mail and delegation of various duties.

### ***Duties and Responsibilities:***

#### ***Database Administration:***

- Administrator for PDS database. Responsible for all administrative and set-up functions of the PDS database. Maintains listing of employee passwords.
- Posts all donations for all active funds (occasional posting of the Sunday collection).
- Maintains all pertinent parishioner information.
- Run monthly New Parishioner report, listing of deceased parishioners, and listing of parishioners who have left parish. Gives Inactive status to 23 year olds shown under their parent's record. Compiles figures for end of year report for Business Manager.
- Uploading of Faith Direct donations monthly. Verification and comparison of totals given to Front Office from Business Office.
- Generate reports for Business Office as needed.
- Process all Census information when a Census is performed.

#### ***Scheduling:***

- *Mass Book:* Prepare and provide Mass Book for each year to enable staff and parish groups to reserve space for activities and events. Oversee Mass Book to be sure all dates/events are entered for Advent, Lent, Novena of Grace, etc.
- *Electronic Google Calendar:* Insert dates from Mass Book on a regular basis. Maintain and oversee calendar. Check email for [gesucalendar@churchofthegesu.org](mailto:gesucalendar@churchofthegesu.org) daily and update the calendar with reservation requests on a timely basis. In the spring, enter all staff dates for the coming year.
- *Mass Schedules:* Assign Gesu and JCU Jesuits to Masses. Verify and record usage of Church and Marian Chapel through Google Calendar and Mass Book. Drafts are completed for eight-week periods and upon completion are given to the Pastor for approval. Communicate Mass schedule to the Carmelites and make copies for all Jesuits presiding at Masses and staff.
- *Christmas, Easter & Summer Schedules:* Post Mass schedule changes on doors of church, and send to bulletin and website. Change Voicemail Mass Schedule as needed.
- *Duty List:* Email current Duty List and pertinent information to Professional Answering Service as needed. Update Emergency Phone Listing for the answering service as needed.

- *Evening & Weekend Receptionist Schedule:* Communicate any schedule changes with receptionists each month. Prepare schedule during the second half of the month and e-mail to receptionists, Security, and Business Office. Post schedule at each desk in Front Office.
- *Staff Scheduling:* Maintains vacation calendar and arranges coverage for Front Office at all times. Provides coverage during the absence of Front Office staff.

***Pastoral Staff Assistance:***

- *Staff Meetings:* Send reminders and prepare Agenda for all staff meetings. Record and distribute minutes for staff meetings. Provide lunch and beverages as required.
- *Communication:* Communicate pertinent information to staff on daily basis.
- *Orientation of New Employees:* Orient new employees upon arrival, prepare office space, and provide training on phone system and voicemail.
- Assist Pastoral Staff with correspondence and various projects as needed.

***Parish Life Assistance:***

- *Leadership Rosters and Parish Directory:* Work with all Commissions/Staff Resource in summer to update rosters. Assist Development with mailing in fall.
- *Communication to all Commissions/Parish Council:* Update and prepare Leadership packets for all staff, commission, and committee members in the fall containing Commission Rosters, "How-To" information for using all facilities and various Parish and Finance Council information. Update "How-To" information at this time and post on the parish website and provide paper copies in front office folders.
- *Special Projects as needed:* Assist various groups and individuals with hospitality and organization of special events such as Leadership programs, Volunteer Appreciation Breakfast, Parish Ministry Day, Parish Service Day, Ordination Receptions, Retreats, Pizza & Penance, New Parishioner Brunch, etc. Coordination of parish trips and pilgrimages.
- *John Carroll Jesuit Community:* Assist Jesuits with special events and dinners held in McAuley Hall. Prepare Schell House Jesuit calendars for daily Prayer Leaders and meals.
- *McAuley Hall/Pastoral Center:* Assist with organization of storage areas and kitchen. Communicate supply needs to the Hospitality Chairperson.

***Development Assistance:***

- *Planned Offering Program:* Assist with coordination of mailing. Maintain filing system of pledge forms returned to office and post pledges to database. Copy Pastor/Development on any responses requiring a special acknowledgement letter from Gesu.
- *Gesu News & Views:* Assist with proofing of publication as needed.
- *Parish Census:* Assist Development with developing census form and mailing as needed.

***Miscellaneous Administrative Duties:***

- *Maintain Evening & Weekend Receptionist Manual:* Continually update notebook of information and procedures for receptionists.
- *Housekeeping:* Maintain kitchen supplies for Pastoral Center and clean kitchen/refrigerator, and common spaces as needed.
- *Evaluations:* Provide evaluations of Front Office Staff as needed.
- *Coordinate mailings/bulletin stuffing with volunteers:* Tax statements (January), Directory (September), P.O.P. (October), Third Source Funding (November), and any other mailings that occur throughout the year. Organize office volunteers to help with stuffing envelopes.
- *Coordinate office volunteers:* Recruit and delegate work to volunteers.

- *Gesu Bulletin*: Proof before being sent to print.
- *Computers*: Arrange for PDS training as needed and oversee functions of PDS.
- *Diocesan E-mail*: Check Diocese of Cleveland communication through e-mail on daily basis.
- *Security of Records*: Responsible for providing secure files for records. Shred records as needed.
- *Voicemail message*: Update parish voicemail message as needed, including Mass Schedule voicemail.
- *Assist with Morning or Evening of Remembrance*

***Yearly Projects:***

- *McAuley and Dietz Scholarship*: Assist with application process and paperwork for Pastor's meeting with Scholarship Committee as needed, maintain file of scholarship disbursements, and typing of all letters to parents, Gesu Principal, area High Schools, and Parish Director of Finance and Operations.
- *Status Animarum*: Gather statistical information for the Diocese of Cleveland from various staff members and compile for entry on Diocese website. Completed every August. Complete Kennedy book report in September with figures from Status Animarum.

**Education and Experience requirements**

- Active member of a Roman Catholic faith community or willingness to function in a manner consistent with the mission of the Catholic Church. Should possess a working knowledge of the Catholic faith.
- High School graduate with a minimum of three years office experience.
- Excellent computer skills including Microsoft Word, Excel, and internet experience. Should have willingness to learn new computer applications.
- Must have the ability to communicate verbally and in writing.
- Should have strong organizational and supervisory skills.
- Ability to maintain confidentiality in all matters.
- Should have ability to multi-task and to be flexible in terms of assuming added responsibilities at any given time.
- Needs to be available to provide support for evening and weekend programs on occasion.
- Should always present oneself in a professional manner as a representative of the parish.
- Compassion and ability to relate to a variety of people and situations.