

# Administrative Assistant

## Job Description

**CLASSIFICATION:** Non-Exempt

**JOB SUMMARY:** The Administrative Assistant is an administrator in support of the Pastor/Chaplain's responsibilities to St. Isidore's, particularly in the area of Stewardship and Development.

**RESPONSIBLE TO:** Pastor/Chaplain

### **DUTIES AND RESPONSIBILITIES:**

- Assist the Financial Campaigns Administrator with Raiser's Edge data entry
- Prepare, copy, fold and distribute weekly bulletin
- Establish and maintain Memorials
- Schedule Mass Intentions
- Manage offertory envelope program, initiate orders and send reports
- Maintain calendar of events and activities (paper and website)
- Monitor main email account (stisidores@stisidores.com)
- Maintain filing system for access and retention of records
- Maintain insurance files and prepare periodic reports
- Oversee student workers
- Send email to students regarding events and activities
- Coordinate student mailing in July
- Maintain office supplies inventory and purchases
- Maintain office machines:
  - Phone system and office voice mail
  - Copier (order supplies, report usage counts, maintain paper inventory)
  - Postage meter (refill postage, perform periodic updates, order supplies)
- Maintain office bulletin board in compliance with required Federal & State Labor Law postings
- Maintain Lobby bulletin board and CD cabinet

**QUALIFICATIONS:** Three years supervisory or administrative experience. Excellent interpersonal communication skills, organizational and data entry skills, and the ability to present oneself professionally and maintain confidentiality.

**WORKING ENVIRONMENT:** Entails weekday, and occasionally some evening and weekend work. Requires 20-25 hours per week.