

# Holy Spirit Parish

**Position:** Administrative Assistant – Casual 3-5 hours on Tuesdays.

**Role:** This position works closely with the Parish Priest, Office Manager and Parish Secretary. The role reports to the Office Manager and will provide back up to the Parish Secretary when required ie when on annual, personal leave etc. Confidentiality is also a key requirement of the position.

**Skills:** Knowledge and experience with Office Suite especially Word and Excel. Experience with client management systems. Have a friendly and welcoming attitude towards people and a pleasant telephone manner.

**Duties:**

- 1. Preparation of the monthly rosters.** To effectively do this, the person needs to know parishioners, contact parishioners if they are not filling their rosters, keep their information and availability up to date and prepare notices for newsletter when required. In conjunction with the Office Manager assist with the preparation of rosters for other Parish occasions such as Youth Mass, Christmas, Holy Week/Easter, Ash Wednesday, Sacraments etc.
- 2. Working With Vulnerable People.** Keep WWVP information up to date; contact people whose cards aren't current; contact people who do not have a WWVP card and who are in Ministries who require a WWVP card.
- 3. Child Protection Code of Conduct.** Ensure all ministry volunteers have signed and acknowledged.
- 4. Parish Ministry training sessions.** In conjunction with the Office Manager and parish volunteer, coordinate Ministry training sessions.
- 5. Call to Ministry information.** Disseminate all information and questions and register into PACS; update Ministry rosters, send Welcome email with Guidelines to those offering their gifts and talents to a new Ministry.
- 6. PACS (Parish data base).** Keep data base up to date with all Parishioners information eg planned giving, parishioners details, their Ministries, interests/skills, all Sacramental information for Baptism, First Eucharist, Confirmation, Marriage (this year alone this will be an estimated 400 entries just counting First Eucharist and Confirmation).
- 7. Copyright information.** Manage and record music usage information to meet copyright rules.
- 8. Children's Liturgy.** Prepare weekly document for Children's Liturgy.
- 9. Newcomers to Parish.** In conjunction with Welcome and Hospitality Ministry, send all Newcomers a Letter of Welcome and prepare Parish Welcome Kits.
- 10. Parish Census.** Record all information from Parish Census forms into Parish data base (PACS).
- 11. Other duties:** Provide administrative support as required including, answering phone, printing, folding, laminating, purchasing office supplies. Provide back up to Parish Secretary when required.