

Job Posting Form

Dated Posted: 1/11/2019

Send resume to: olpmlucas@gmail.com

Type of Employment: Summer Part-Time If part-time, # of hours per week 19 Full-time

Job Title of Open Position: Parish Office Receptionist

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: Our Lady of Pompeii R. C. Church Department: Parish Office

Location Address: 129 Laverack Avenue, Lancaster, New York 14086

Employer website: www.olpparish.com

Brief Job Description:

- Greet visitors, answer phones; take messages, direct calls to the correct individual
- Record Mass intentions
- Record sacrament records in sacramental books and PDS Church Office
- Keep PDS Church Office current – enter new parishioners, update change of information from parishioners and remove parishioners who have left or are deceased
- Type sacrament certificates for weddings and send notification to other parishes from the PMI book
- Contact funeral servers and email staff when a funeral is scheduled
- Keep track of office supplies and let Office Coordinator know when an order needs to be placed
- Mail bulletins to shut-ins
- Responsible for filing throughout the year; box up and label files at end of year
- Update EMHC and Lector rosters in Excel
- Keep Excel file of new parishioners up to date
- Issue letters of recommendation, new parishioner letters, Baptismal welcome letters and Split Club letters
- Prepare Prayers of the Faithful and Ambo announcements weekly – take to sacristy for weekend
- Work with the Office Coordinator and Business Manager with any other matters that may arise
- Records student attendance for Faith Formation
- Be able to work evenings one day per week
- Other duties as assigned by the Pastor

Qualifications:

- Strong communication skills
- Demonstrated skills in confidentiality
- Proficient in Microsoft Office Suite
- Proficient in Basic Office Equipment Operation, ex: copier, fax machine, phone systems
- Able to manage time and prioritize duties
- Virtus Certified by the Catholic Diocese of Buffalo, mandatory; will be trained if needed

E.O.E.

How to Apply: By Mail E-mail Applications accepted until position is filled