

Job Posting Form

Date Posted: 4/13/2021

Send resumes to: Fr. Salvatore Manganello
St. Louis RC Church
34 Edward St.
Buffalo, NY 14202
smanganello@buffalodiocese.org

Type of Employment: Part-time, 30 hours/week, 8:30am -3pm (including a 30 minute unpaid lunch)

Job Title of Open Position: Administrative Assistant

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

Employer: St. Louis Church Department Office

Location Address: 34 Edward St. – Buffalo 14202

Employer website: www.stlouisrcchurch.org

Brief Job Description

The Parish Administrative Assistant provides administrative and related office services to Pastor, Parish staff and Parish community.

Essential Duties and Responsibilities

- Assists with answering telephone and greeting visitors and assisting them or referring them as appropriate.
- Maintains the Parish Database System making changes, additions and deletions as needed.
- Maintains an inventory of office supplies and reorders as needed.
- Registers parishioners and schedules baptisms and weddings.
- Prepares letters, forms, and brochures and other correspondence for the office.
- Prepares and processes regular mail and bulk mailings.
- Assures preparation of the weekly parish bulletin in a timely and accurate fashion.
- Performs secretarial functions for the pastor and other staff as delegated.
- Maintains facilities calendar and accommodates requests for changes.
- Serves as liaison and public relations representative between parish and its staff members, parishioners, committee members (funeral, welcoming), vendors and others visiting or calling the parish.
- Prepares appropriate documentation and provides duplicating and collating services for workshops and staff events.
- Maintains parish and diocesan records.
- Maintains Mass intention book
- Performs other duties as assigned.

Desired Skills

- MS Office; Word, Excel, and PowerPoint experience required

- Excellent written and verbal communication skills
- Detail oriented
- Confidentiality is required

Required Education/Experience

- High School diploma or GED required; Associate's Degree in Business strongly preferred
- Minimum five (5) years of office administration experience required
- Experience in a non-profit organization is strongly preferred
- Must have general computer knowledge and experience with MS Office

E.O.E.

How to Apply: Email resumes to Fr. Sal Manganello at smanganello@buffalodiocese.org