

## Job Posting Form

Date Posted: January 27, 2016

Send resume to: Lynn Cercone  
St. Joseph University Parish  
lcercone@stjosephbuffalo.org

Type of Employment: Summer:  Part-Time:  If part-time, # of hours per week 20-25 Full-Time:

Job Title of Open Position: Receptionist/Administrative Assistant

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

Employer: St. Joseph University Parish Department Parish Office

Location Address: 3269 Main Street, Buffalo, NY 14214

### **Brief Job Description**

- Meet, greet and refer visitors; receive and place phone calls; receive and respond to emails
- Provide secretarial support to the Pastor and, where/when necessary to staff and committees
- Assist with calendar management and the coordination of events
- Receive and sort incoming mail
- Schedule Mass intentions by phone and in person
- Maintain records and prepare correspondence relating to Sacramental records
- Assist in the Coordination of material/information relating to funerals
- Prepare and send Commitment to Parish Life (CPL) billing statements(monthly, quarterly, semi-annually, annually)
- Assist with the weekly bulletins by: inserting copies, coordinating volunteers, distributing, archiving and mailing
- Assist with New Parishioner registration welcomes and establish & maintain files of new members.
- Provide backup and assistance to the Parish Office Manager
- Assist with Holiday preparations
- Assist with Monday collection counting and coordination of volunteers

### **Qualifications: Required Education/Experience**

- Experience in an office setting
- High School Diploma

### **Desired Skills**

- Strong interpersonal skills
- MS Office proficiency
- Experience with PDS Office a plus

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than **2/14/17**