

St. Rita Catholic Church
Administrative Assistant
Job Duties

Handle incoming phone calls and visitors

Maintenance of email and faxes: read, reply/send and distribute

Prepare parish information for inside of bulletin shell, print and distribute

Keep shell of bulletin current by notifying printing company

Schedule appointments for Pastor and staff

Schedule activities for all parish organizations & special events

Maintain parish calendar of events and distribute as required.

Maintain parish census including Catholic Outlook Directory, Diocesan Directory and Catholic Compass subscriptions

Maintain Baptismal and Matrimonial records

Coordinate all Baptisms, Weddings and Funerals

Maintain Daily Mass Record for all requested personal intentions and mail Mass intention cards

Maintain log of stipends

Order office and Church supplies

Receive and record any funds received by mail or in person

Maintain all office machines

Clergy Availability

Notify local newspapers, etc. of church seasonal changes and announcements

Maintain contribution envelope list and notify printer of changes

Prepare mass mailings to parishioners