

# St. Peter Catholic Church

## Pastor Assistant/Communications Coordinator

**Job Title:** Pastor Assistant/Communications Coordinator

**Job Definition:** This position is a full time, hourly position that works directly with the Pastor. This position also oversees all communication needs in the parish; creates the weekly bulletin, oversees and manages social media presence, and updates the parish app. The work schedule is during normal business hours but varies based on needs of tasks at hand. The incumbent must have good communication skills, experience with various forms of media, and the ability to interact effectively with priests, deacons, administrative staff, parish volunteers, and parishioners. Supervision is provided by the pastor.

**Duties:** This job description may not include all of the required duties, knowledge, skills, and abilities associated with this position.

Pastor Assistant:

- Serve as assistant to pastor, maintaining confidentiality of all matters.
- Keep pastor informed of vital concerns within the parish
- Take dictation or compose letters from the parish or the pastor.
- Schedule appointments
- Direct calls and messages to pastor within 24 hours
- Attends parish meetings and takes minutes, as directed by pastor
- Keeps vital statistics for parish

Communications:

- Create and update the parish bulletin, weekly
- Maintain and update the parish website and parish app
- Monitor parish social media sites as directed by pastor
- Assist in design of promotional materials
- Clips and files all newspaper ads and articles concerning the parish

Office Assistance

- Assist with answering phone calls and helping visitors in the office
- Responds to mail, emails, voicemails, and telephone calls
- Provide general office or special assistance (copying, sorting, mailing, compiling) with projects or duties when requested by priests, business manager, or ministers
- Assist with supply orders for all ministries

Miscellaneous

- Participate in weekly staff meetings
- Maintains positive relationship with parish members and other volunteers
- Other duties as assigned

In addition to the duties listed above, the Parish Council, Finance Council or Pastor may delegate certain other functions and special assignments when deemed necessary.

## **Knowledge, Skills & Abilities:**

- Understanding of the value orientation of the Catholic Church and a willingness to support those values in various venues or communications
- Ability to operate office equipment, copier, fax machine, phone system and use the computer for word processing, publishing and other applications
- Ability to communicate effectively, both verbally and with the written word
- Possess good spelling, grammar and writing skills
- Knowledge of Microsoft Office Suite (especially Word and Publisher) and willingness to learn operation of Parish Data Systems software (Church Office and Facility Scheduler)
- Knowledge of Quickbooks, preferred
- Ability to train, direct and coordinate the work of volunteers
- Ability to maintain a flexible schedule
- Willingness to learn new office routines and computer techniques
- Ability to work independently and responsibly, with minimal supervision
- Ability to display initiative in completing duties
- Ability to maintain confidentiality, demonstrate discretion and exhibit common sense with sensitive information
- Possess the ability to work with and relate to the parishioners, school and parish staff, the pastor and clergy, and church personnel in an effective and friendly manner
- Respect the parish heritage, the Catholic faith, and tradition
- Comply with diocesan requirements regarding background checks: a Missouri Department of Social Services Child Abuse or Neglect/Criminal Record Screening
- Attend a VIRTUS training session, as required and scheduled by the diocese and continue to complete updates and training requirements