

POSITION DESCRIPTION

CHRIST CHURCH NEWMAN CENTER

Position: Front Desk Receptionist

GENERAL DESCRIPTION: Christ Church Newman Center is a Catholic parish made up of students, faculty and staff from St. Cloud State University and St. Cloud Technical and Community College as well as individuals and families from the surrounding community who are integral in the ministry to university students. The Secretary provides office services for parish staff, permanent parish members, and students. General office hours will be 8:30-4:00, Monday-Thursday, Friday 8:30-2. Summer hours 9-2. This is a full time job with benefits, including health insurance available.

JOB RESPONSIBILITIES

A. Daily/Weekly Responsibilities

1. Performs general office support for the pastoral team (pastor and staff). Phone answering, greeting visitors and referring people as needed.
2. Gathers information, edits, publishes and prints the weekly bulletin. Maintains and updates website.
3. Schedules use and rental of parish facilities.
4. Responsible for front desk being staffed during office hours.
5. Oversees and orders an inventory of office supplies.
6. Coordinates student employees and volunteers. Give direction as needed.
7. Attends weekly staff meetings and monthly parish council meetings (this is normally the third Tuesday of the month).
8. Coordinates and records rental payments and tax documents for rental house. Communication with the maintenance person for any difficulties at rental property.
9. Coordinates and records payment for parking permits.
10. Becomes familiar with and provides technical support for online financial giving with Vanco.
11. Creates promotional materials as requested by staff and parishioners for parish and student programming in terms of posters, brochures, postcards, flyers, parish emails.

B. Office Manager supporting Parish Activities

1. Updates parishioner records in the existing software (Parishsoft).
2. Prepares and records the yearly process where parishioners pledge their giving financial and otherwise for the coming year. (Renewal Process)
3. Maintains the parish offering envelope system and electronic giving. Posts contributions to individual parishioner's ledgers on a weekly basis and mails contribution statements and thank you notes to donors, memorials received, and yearly tax documents, among other items.
4. Maintain sacramental records by recording the weddings, baptisms, confirmation and first Eucharist as well as recording funerals.
5. Prepares bills for payment and files paid invoices. Sends out payments in a timely manner. Back up person for the bookkeeper.

QUALIFICATIONS

1. Post-secondary education.
2. Demonstrated ability to set priorities and organize work effectively and efficiently; attention to detail is crucial.
3. Strong communication skills needed as well as competency in word processing, PowerPoint, Excel, and Publisher.
4. Strong computer aptitude is required.
5. Excellent interpersonal skills with persons of diverse ages, cultures, and backgrounds.
6. Ability to maintain confidentiality.
7. Ability to work collaboratively with staff, parishioners and students.
8. Preference will be given to an active member of a Catholic faith community living within the teachings of the Catholic Church, but others are welcome to apply.

To apply please visit: scsucatholic.org/employment