



St. Michael's Roman Catholic Church

352 42nd Street
Brooklyn, NY 11232

Job Description: Part-Time Secretary **Start Date: September 9, 2019 or Later**

Job Classification: Non-exempt
Job Status: Part Time
Rate of Pay: \$16 per hour / 20 hours a week / 10am-2pm M-F
Report to: Office Secretary & Pastor
Benefits: Yes
Parking: Yes – Private Lot

Position Summary:

Perform routine clerical and administrative functions such as drafting correspondence, scheduling/calendar, preparing and editing the weekly bulletin, organizing and maintaining both paper and electronic files, providing information to callers and visitors to the parish.

Essential Functions:

- 1) Skillful operation of office machines and equipment, i.e. fax machines, copiers, phone system, and, use computers for spreadsheets, word processing, data base management and other applications.
- 2) Answer telephones and give information to callers, take messages or transfer calls to appropriate individuals.
- 3) Greet visitors or callers and handle their inquiries or direct them to the appropriate person according to their need.
- 4) Set up and maintain paper and electronic filing systems for parish records, correspondences and other material
- 5) Complete forms in accordance with parish procedures.
- 6) Make copies of correspondence or other printed material.
- 7) Learn to operate new office technologies as they are developed and implemented
- 8) Maintain scheduling and event calendars of parish facilities as needed.
- 9) Coordinate parish meetings and prepare agenda items as necessary.
- 10) Operate electronic mail systems and coordinate the flow of information, both internally and externally

Position Qualifications:

- 1) **People Skills:** Ability to deal with parishioners, clergy & visitors tactfully, courteously, and with discretion/confidentially.
- 2) **Accuracy:** Ability to perform work accurately and thoroughly.
- 3) **Active Listener:** Ability to actively attend to, convey, and understand the comments and questions of others.
- 4) **Detail Oriented:** Ability to pay attention to minute details of a project or task.
- 5) **Loyal:** Ability to have a sense of duty to the clergy, staff, and the parish.
- 6) **Organized:** Ability to follow a systemic method of performing tasks.
- 7) **Reliability:** Ability to be dependable, trustworthy, and punctual.
- 8) **Responsibility:** Ability to be held accountable or answerable for one's actions.
- 9) **Communication:** Ability to communicate effectively (in English & Spanish) with others via the spoken or written word.
- 10) **Honesty/Integrity:** Ability to be truthful and be seen as credible in the workplace.
- 11) **Work Pressure:** Ability to complete tasks under stressful situations.

Other Requirements and Abilities:

- Language:** **Bi-Lingual (English & Spanish) preferred.**
- Education:** High School Graduate or General Education Degree (GED) required; Bachelors Degree preferred
- Experience:** One or more years of relevant experience
- Computer Skills:** Basic computer skills, proficiency in typing, use of personal computers and word processing. Knowledge of Microsoft Office (Word, Publisher, and Excel) required.
- Other Requirements:** Familiarity with the tenets of the Catholic faith and practice it.