

The Basilica of St. Mary of the Assumption is seeking to hire a full time Administrative Assistant. This position provides administrative support, performs clerical/receptionist duties and other duties as assigned.

Interested applicants should submit their resume to the Parish office or by email (dburley@stmarylancaster.org) no later than November 15, 2024.

Job Title: Parish Administrative Assistant
Parish: The Basilica of St. Mary of the Assumption
Responsible to: Pastor

Job Summary

This is a full-time position, supervised by the Parish Administrator and accountable to the Pastor. This position coordinates and facilitates the day-to-day operations of the daily activities of the Parish. The administrative assistant also provides administrative support, performs clerical/receptionist duties and other duties as assigned. This position is expected to use personal judgement in carrying out routine duties and responsibilities of the parish.

Normal work hours are from 8:00 to 4:30 Monday through Friday

Essential Job Responsibilities:

- Coordinate all clerical aspects of the Parish office
- Coordinate and produce weekly Parish bulletin
- Perform customer service functions by answering parishioners' requests and questions
- Answer the phone, door and receive all visitors
- Register new parishioners, maintain census information, and forward to the Diocese
- Scheduling and reserving meeting spaces
- Post offerings and maintain contribution records
- Schedule and record Mass intentions
- Record all sacraments in the appropriate sacramental books and forwarding sacramental information to other parishes as needed
- To maintain all information in a highly confidential manner
- To work with others in a collaborative team environment

Other position responsibilities:

- To gather information for genealogies when time permits
- To prepare certificates for sacramental celebrations as needed and requested
- To assist Social Concerns committee in providing addresses for cards sent to: (prayer list, homebound, monthly birthday cards, Christmas cards, etc.)
- To prepare and mail Welcome Packets when necessary
- To undertake "ad hoc" tasks as assigned by the Pastor

Position Qualifications

- Proficient in Microsoft Office