

**BILINGUAL ADMINISTRATIVE ASSISTANT
St. JOSEPH PARISH**

St. Joseph Parish in Jasper is seeking a full-time Bilingual English/Spanish Administrative Assistant. This position is governed by the policies of the Parish, along with the policies of the Catholic Diocese of Evansville and the Diocesan Safe Environment Program. The candidate should have computer skills and the ability to work in a team setting.

If you are interested in applying for this position, please submit your cover letter and resume to: jbrosmer@evdio.org or mail to: Fr. John G. Brosmer, St. Joseph Parish, 1029 Kundek Street, Jasper, IN 47546

Qualifications/Skills:

- Fluent in both English and Spanish languages
- High School Education
- Secretarial experience preferred but not required
- Knowledge Microsoft Office (Word, Excel, Publisher, Power Point)
- Ability to multi-task and resolve problems in a timely manner
- Positive attitude, energetic and self-motivated
- Ability to work with others in a collaborative manner
- Exhibit behavior and lifestyle values compatible with the Christian teachings in general and Catholic beliefs in particular
- Actively participating in Roman Catholic Worship and able to articulate that faith
- Ability to work with a team of people collaboratively and able to supervise and give feedback to paid staff and volunteers
- Ability to articulate the Pastor's vision and motivate others to participate in realizing that vision
- Willingness to work weekends and evenings when necessary

Primary Duties and Responsibilities:

- Working hours are Mon-Fri 8am-5pm and not to exceed 40 hours a week.
- Provides receptionist, secretarial and clerical services for the Parish.
- Answer phones and record clear and accurate messages.
- Assists with parish correspondence, bulk mailings, and translations.
- Greets and assists visitors during regular office hours and some weekends.
- Welcomes and registers new parishioners with appropriate paperwork.
- Handles routine questions from parishioners.
- Attend weekly staff meeting.
- Update PDS with parishioner changes and maintain the parish rooster.
- Creating funeral programs and assist with creating worships aids.
- Communicates daily with the staff office personnel in regarding to problems, supplies, assistance, and assignments.
- Schedule rentals and events as well as prepares and sets up for small gatherings.
- Record Sacramental records and certificates.
- Recruiting volunteers for special events and Masses.
- Comfortable calling parishioners and asking for their assistance in ministry. Need to be outgoing on the phone as well as in person.
- Build a volunteer list for activities and events
- Openness to learning other duties as situations arise
- Update and Manage changes to Envelope list.
- Possible responsibility, update the Electronic Billboard
- Prayer Line and Prayer Partners