

**St. Michael the Archangel Catholic Parish
Leawood, Kansas**

**Parish Office Administrative Assistant
Position Information**

This position has been posted as of September 13, 2017 and is available immediately.

Send cover letter and resume to:
St. Michael the Archangel Catholic Parish
Attn: Chris Arth
14251 Nall Ave.
Leawood, KS 66223

Or to: chris.arth@stmichaelcp.org

Job Description

Job Title: Parish Office Administrative Assistant

General Description:

Responsibilities include providing administrative assistance to the Parish Administrator and Pastors including human resources assistance, management of membership database, VIRTUS Program, building scheduling and facility rental requests. Reports to the Parish Administrator.

Duties and Responsibilities include but are not limited to:

1. Assistance to Parish Administrator / Parish Office Duties
 - a. Answer multi-line phone system when necessary to provide back-up for Receptionist
 - b. Management of postal meter and bulk mailings
 - c. General correspondence, copying, filing, and photocopying
 - d. Maintain inventory of office letterhead, envelopes and notecards
 - e. Maintain supplies and order maintenance if necessary for copiers and postal meter
 - f. Maintain accurate staff phone list for individual staff and posting throughout buildings
 - g. Human Resources assistance to Parish Administrator, including assisting with benefit forms and filings, new hire and termination form completion, and answering basic questions for staff members
2. Membership Database Management
 - a. Weekly addition of new members in database and ordering stewardship envelopes. Communicate new member names and emails to Bulletin Editor and Parish Life Coordinator
 - b. Ongoing updates of inactivated families, changed addresses and emails, etc.
 - c. Monthly membership reports to envelope company and Archdiocese
 - d. Run membership/database reports as requested

3. Building Scheduling and Facility Rental Requests
 - a. Contact person for all building scheduling and facility rental requests
 - b. Prepare calendar portion of weekly staff agenda
 - c. Post “Event Schedule” signs daily
 - d. Enter all events and meetings in scheduling software including setup needs
 - e. Coordinate facility rental requests, including paperwork, deposits and payments
 - f. Review requests with Parish Administrator for approval
 - g. Complete Applications for Special Events Coverage or obtain Certificate of Liability Insurance and Indemnity Agreement when necessary

4. VIRTUS Training Coordination
 - a. Ensure compliance with VIRTUS requirements for all employees and volunteers
 - b. Review status of potential employees and volunteers and follow up to ensure that class, paperwork & background checks are completed
 - c. Enter compliance dates in membership database and on VIRTUS website
 - d. Maintain accurate files as required by Archdiocese
 - e. Interact with Archdiocesan VIRTUS office to keep up-to-date on the status of employees and volunteers (roles, active vs. inactive, etc.)
 - f. Periodically schedule Awareness Sessions – prepare materials before session and follow up when completed
 - g. Coordinate Teaching Touching Safety classes with the school, religious education and youth ministry
 - h. Complete yearly update of required forms and background checks as required
 - i. Complete yearly audit

5. Special Projects as assigned including but not limited to:
 - a. Assistance with Defenders’ Ball
 - b. Coordination of staff events such as holiday parties and lunches
 - c. Support Accounting and Parish Life staff with mailings and events

Qualifications:

Applicants for this position must have very strong computer skills, including experience with Microsoft Word and Excel, working knowledge of data-base management software, and an aptitude for working with office equipment such as multi-line phone systems, copiers, postage meters, etc. The successful applicant for this position will be very detail oriented and self-directed, will possess very strong organizational, communication (both written and spoken) and interpersonal skills.

Hours and Compensation:

This is a year round, full-time position with regular office hours of 8:30am to 4:30pm. This position is eligible for the full Archdiocesan Benefit Package, which includes vacation and holiday pay, health, dental, vision, life and disability insurance, 401(k) and other supplemental voluntary programs. Compensation will be commensurate with experience.