

Hayward Area Catholic Churches is hiring an Office Assistant! The office is located at St. Joseph Parish in Hayward. The Office Assistant is involved in a multitude of administrative and clerical functions related to the Hayward Area Catholic Cluster. Computer skills necessary... great for a new retiree or a parent wanting to work during school hours. Position will be 24-30 hours about 6 hours per day. Visit www.haywardcatholic.org/jobs for more information!

Job Title: Office Assistant

Department: Hayward Catholic Central Office

Supervisor: Office Manager

Work Area: 10586 N Dakota Avenue, Hayward, WI 54843

General Description: The Office Assistant is involved in a multitude of administrative and clerical functions related to the Hayward Catholic Cluster.

Working Conditions: The Office Assistant is a part-time position. An office in a comfortable, semi-private environment will be provided, along with appropriate accessories and equipment.

Qualifications: This person must have adequate clerical skills to carry out the responsibilities identified in the General Responsibilities. This person should also have had at least one year of post-high school clerical training and preferably one year of experience in a business or administrative-related capacity. Experience in Microsoft Office is preferable. In addition, it is important that this person be tactful, well-organized, and courteous in dealings with the public and with fellow employees. Parish confidentiality must also be maintained.

General Responsibilities: This person will provide the following administrative and clerical functions:

1. Serve as telephone and office receptionist, arrange and greet appointments
2. Assist the Pastor as needed
3. Direct parish volunteers, i.e. money counters, greeters, funeral luncheon ministry, etc.
4. Maintain the parish calendar
5. Oversee parish lists, register new parishioners, enter parishioner data into GabrielSoft and OSV (contribution envelope) programs and edit as necessary
6. Enter contributions received into GabrielSoft software
7. Pickup, open and distribute mail and type correspondence as needed

8. Coordinate the needs of the parish and parishioners with parish, diocesan and community resources
9. Keep filing systems, including general office file, parish membership file, sacramental file, etc.
10. Update the Catholic Herald subscription list
11. Compile portions of the weekly parish bulletin
12. Order liturgical supplies as needed (hosts, wine, candles, etc.), as well as supplies for Holy Days (palms, holy water bottles, etc.)
13. Order office and other supplies
14. Maintain, schedule and record Mass intentions
15. Maintain Sacramental books of record and fulfill requests related to Sacraments
16. Assist with coordinating baptisms, weddings and funerals
17. Assist with completing reports required by the Diocese of Superior
18. Perform any other pertinent duties as assigned by other staff members

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The duties of the Office Assistant require the ability to sit; use hands to finger, handle or feel objects, tools or controls; and to talk and hear. The Office Assistant is frequently required to walk and occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl.

The Office Assistant must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus.