



“Our parish is a living sign of God’s saving Word. The people of Saint Cecilia parish have been called by God to foster a genuine, caring Catholic Christian community. God empowers us to be a visible sign of the Kingdom of God in the world.”

Position Description Form
Diocese of Orange St. Cecilia Catholic Church

Position Title: FF Ministry Administrative Assistant Bi-lingual
(English & Spanish)
Reports to: Business Services Manager
Position Type: Part Time - Non Exempt
Hours: 10am-7pm (Thurs); 8:00am-5pm (Sat. & Sun.)
Schedule: Thursday, Saturday & Sunday
Rate of Pay: \$14.00 / hour

Job Summary:

This is part time non exempt position reporting to the Business Services Manager. This position performs general administrative duties supporting our Faith Formation Programs – English Faith Formation, Spanish Faith Formation and Confirmation Formation. Records and retains all student registration information, as well as sacrament information as set forth by each Ministry Coordinator. Responsible for fee collection, family communication, data management for sacramental preparation of all Spanish and English children and Confirmation Youth as directed. The FF Admin Assistant will be available for registration assistance during sessions (Saturday morning, Sunday morning and afternoon). In addition to these times, there will be regular office hours during the week to handle additional administrative tasks and be available for families to handle registration needs. This individual must be practicing his or her Roman Catholic faith.

Primary Responsibilities:

- Manage all information, collection and processing of fees, and general family communication for Faith Formation and Confirmation (Spanish and English)
 - Speaks to visitors in person or by phone in a Christian manner.
 - Understands that this is an opportunity to minister. (Daily)
- Answer FF telephone properly and provide information/assistance or direct caller to appropriate staff member or ministry. (Daily)
- Compose and prepare routine correspondence and memoranda using word processing Software – Excel, Word, & PowerPoint. (Daily)
- Register families into the appropriate faith formation program, having full knowledge of all requirements, etc. and communicate all with a loving and welcoming attitude (Daily)
- Manage Parish Data System and keep family record information up to date and accurate, understanding how to create reports, invoices, general communication through PDS system
- Operate fax, copier, and mailing machines. (Daily)
 - Scan, copy, collate, and staple material as requested
 - Track and insure enough postage available

- Insure postage permit and postage discount rules are followed
- Assist in maintaining/organizing supplies for CFF and Confirmation (Weekly)
- Maintain all Safe Environment records for all ministries and assist with the administration of Safe Environment Trainings
- Perform other related duties as directed.

Knowledge, Skills, and Abilities

- Ability to comfortably greet and communicate with visitors/parishioners and assisting in resolving issues. Ability to communicate faith and spirituality.
- Ability to handle, document, and organize payments in cash, check, and credit card
- Knowledge of Catholic faith and doctrine.
- Knowledge of office procedures and methods including,
 - Multi-lined phone communications system,
 - Office systems
 - Record keeping.
- Willingness to learn & master parish, school, and diocesan policies and procedures.
- Willingness to learn & master various Faith Formation ministry details and requirements, and an ability to communicate these clearly in Spanish and English
- Excellent verbal and written communication and system skills
 - Knowledge of business communication, including styles and formats of letters, memoranda, minutes and reports.
 - Skill to use PC Windows's environment and various software packages (PDS Parish system, MSWord, MS Office, MS Excel, and MSPowerPoint).
 - PC filing skills – establish folders/document naming protocols
 - Ability to type 50 words per minute.
- Ability to establish priorities, work independently, and complete objectives with minimal supervision.
- Ability to maintain confidentiality in all matters.
- Perform other related tasks as directed by Director of Spanish & English CFF, as well Confirmation
- Reliability and punctuality a must
- Must be extremely flexible with schedule
- Able to take direct from multiple sources

Desired Education, Training, or Experience

- Fluent in English and Spanish (Vietnamese optional)
- Experience working with the general public.
- Minimum of 3 years of relevant work experience in similar role
- Preferred Associate Degree with courses in secretariat/office administration.