

ADMINISTRATIVE ASSISTANT FOR PASTOR OF HOLY FAMILY CATHOLIC CHURCH

Job description: Holy Family is more than a neighborhood parish. In addition to our long-time parishioners, we minister to many Catholic military families assigned to the nearby Joint Base Pearl Harbor-Hickam, United States Indo-Pacific Command, and other local military duty stations. We have parishioners with children in our flourishing Pre-K to 8 parochial school, which attracts households island-wide. We also welcome many tourists at our weekend services due to our proximity to the Daniel K. Inouye International Airport.

Offering a starting wage of \$17 per hour (negotiable based on experience), Holy Family Catholic Church seeks a part-time administrative assistant who will report directly to the pastor. This position will provide administrative support in ministering to 250+ parish families and supporting the sacramental needs for 100+ school families. The work hours for this position generally run from Sundays (8 a.m. to 1 p.m.) and Mondays to Thursdays (8:30 a.m. to 12:30 p.m.), and periodically entails evening and weekend work.

You are responsible for:

- Welcoming visitors and making them feel comfortable, both in-person and over the phone
- Providing inquirers with basic parish information such as Church address, directions to the campus, how to navigate the parish and school websites, descriptions of the Catholic sacraments and policies for receiving them, and other related information
- Maintaining a high degree of confidentiality when invariably exposed to matters of a confidential nature while assisting the pastor
- Managing the registration of new parishioners and supporting registrations in other parish and school programs
- Organizing and scheduling appointments, meetings, and events, including the scheduling of ministers and arranging for clergy coverage for Masses and other sacraments
- Assisting in coordinating parish hospitality and volunteer events
- Maintaining inventory and ordering supplies for the parish office and Church sacristy
- Receiving and distributing mail
- Maintaining office equipment by troubleshooting malfunctions, calling for and expediting repairs to ensure equipment are operational
- Ensuring parish records, website, and social media are up to date
- Preparing communications, such as parish bulletins, reports, liturgy aids, event programs, and advertisements
- Overseeing the timely opening and secure closing of the parish church and office daily
- Maintaining the appearance and cleanliness of the front office
- Setting up the sanctuary for Mass and other sacraments as needed
- Supporting parish financial operations by preparing information for parish business manager and by assisting in processing weekly collections
- Planning meetings and keeping detailed meeting minutes
- Having a clear understanding of diocesan policies and upholding them
- Other administrative duties as assigned to ensure proper parish operations

Skills and qualifications

- Associate's degree (or High School Diploma or equivalent with 5+ years' of administrative support experience)
- Valid driver's license
- Experience with office productivity suites such as Microsoft 365 and Google Workspace
- Working knowledge of office equipment, like printers and fax machines
- Basic math and accounting skills
- Verbal and written communication skills
- Able to write legibly by hand

Personal qualifications

- Understanding of and enthusiasm for the Catholic mission
- Able to work both independently and under close supervision
- Decorum and sense of modesty appropriate to frontline parish ministry
- Self-motivated, highly organized, and having attention to detail
- Able to quickly adapt to changing priorities
- Can quickly connect with others and respond to their queries
- Willingness to learn new administrative software

Preferred qualifications

- Prior experience working or volunteering at a Catholic parish
- Prior experience in customer service or administrative industry
- Experience with Realm by ACS Technologies
- Familiarity with macOS and iOS
- Practicing Catholic in full communion with the Catholic Church

Physical demands and working environment

Work is performed primarily in a standard office environment with public contact and frequent interruptions. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using private transportation; and to verbally communicate to exchange information. Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

If you or anyone you know may be interested, you can find this information on our parish website (www.holyfamilyhonolulu.org), as well as a link to apply online. You can also use the adjacent QR code to access that link directly.

