

## Job Opening

As many of you know, our Receptionist/Admin Assistant extraordinaire Evie Pinkerman has retired. We are now trying to fill her shoes. We are looking for someone who has great people and organizational skills and would enjoy working in a vibrant Parish environment. For a more detailed description, see below.

Please send a cover letter and resume to Dani D'Amelio at [ddamelio@stjohnsea.org](mailto:ddamelio@stjohnsea.org) or mail to 106 N 79<sup>th</sup> St Seattle, WA 98103

<b>Position</b>	<b>Administrative Assistant I</b>
<b>Position Purpose</b>	<b>Provides administrative services in support of the parish and its activities.</b>
	<b><u>Major Duties and Responsibilities</u></b>
1	Primary job is to serve as the receptionist, being the welcoming face of the Parish. Serves as liaison and public relations representative between parish and its staff members, parishioners, committee members (funeral, welcoming), vendors and others visiting or calling the parish.
2	Assures the parish office is opened and welcoming in the morning, setting up coffee service, greeting staff. Cleaning and straightening up the kitchen and dining room before securely closing in the evening.
3	Distributes incoming mail and ensures the mailing of outgoing mail.
4	Provides assistance to parishioners requesting Mass Intentions and Mass cards and provides information about stipends.
5	Responsible for scheduling Fr. Crispin's calendar and making sure that Father Crispin gets timely daily reminders of scheduled events.
6	Responsible for scheduling substitute Priests for Father Crispin's absences
7	Assists those in need by providing appropriate referral sources and other help when available.
8	Performs secretarial functions for the pastor and other staff as assigned.
9	Prepares the weekly parish church bulletin, weekly mass announcements, weekly Prayers of the Faithful, weekly children's worship aid and monthly <i>Growing In Faith</i> Publication.
10	Maintains or Oversees: Parishioner registrations, parishioner filings and inactivation of parishioners.
11	Assures changes are made to parishioner envelopes in a timely manner. Maintains Parish records of the parishioner giving envelopes. And facilitates the shredding of documents AFTER the save date has past.
12	Assists with/and recruits volunteers, to weekly put together the bulletins and provide or find help with parish mailings & parish admin projects
13	Supports and facilitates the counting of the money by the Money Counters on Mondays (or Tuesdays, if Monday is a holiday)
14	Supports and facilitates the ushers collecting and depositing monies in safes for weekend mass collections
15	Responsible for maintaining office supply/paper inventory, reordering as needed.
16	Prepares appropriate documentation and provides duplicating and collating services for workshops and staff events, as assigned.
17	Performs other duties as assigned. Provides general assistance as needed.