

Queen of Apostles Church
4329 Sano Street
Alexandria, VA 22312

Parish Secretary

Provide Secretarial and administrative service to the church.

JOB PURPOSE:

To provide secretarial and administrative services to our Pastor, Priests, Staff, Committees and Parishioners

THE POSITION:

Queen of Apostles is a family of families committed to grow in discipleship of Christ and eager to invite others to join our family.

The Parish Secretary will help to build the family supporting the clergy and staff and creating a welcoming atmosphere for those coming to the Parish Office. As a minister of welcoming and hospitality, he/she will enjoy the blessing of helping people get to the right place and people to help their needs addressed.

The Parish Secretary will promote the vision of the Parish, foster a family environment in the Rectory and have the desire to grow in discipleship, spiritually and professionally.

REPORTS:

Direct Manager: Fr. Leopoldo M. Vives, Pastor
Dave Cook, Director of Operations & Stewardship
Flora Wack, Office Supervisor

Guidance & Inspiration: Disciples of the Hearts of Jesus and Mary (DCJM)

TYPE:

Full Time employee

Monday – Friday 9:30am - 5:30pm

40 hours per week

DUTIES & RESPONSIBILITIES (to include but not limited to):

Secretarial/Administrative

- Prepare weekly deposits
- Maintain and update database PDS & Realm of parish registrations
- Help to maintain & update church website
- Maintain postage meter and other office machines
- Give clerical support to all program staff and church committees. Order liturgical supplies as needed and maintain inventory. Arrange for delivery or pick up of supplies
- Prepare letters for sponsors, registration or other letters or forms needed
- Coordinate with Communication & Admin. Asst. to maintain parish calendar of all church activities and of all events taking place in the parish
- Schedule meetings and arrange appointments for priests
- Prepare weekly collection bags
- Keep sacramental records updated
- Homebound visit: Plan the route of priests visit on the 1st Wednesday every month
- Creating flyers for church activities as needed. Update bulletin board in vestibule weekly
- Help with special projects throughout the year (ministries Fair, Offertory Campaign, year-end tax statements and more)

- Perform other tasks as will be assigned by the Pastor or direct managers

Receptionist

- Greet those who come into the office, answer their questions, provide needed assistance, or refer them to the proper staff person.
- Answer the telephone and provide assistance or forwarding the call to the appropriate staff person.
- Respond to emails comes in from general account and provide general information. Enter Mass intentions in book and collect offering for masses.
- Funerals: Take information from families, funeral homes; contact all necessary personnel for Funeral (cantor, altar servers, and sacristan.) Set up church if needed
- Wedding: Helps coordinating with different people assisting the preparation of the wedding and keep wedding files in order
- Quinceaneras and other liturgical celebrations: Assists facilitating contact with the person involved
- Baptism: Accepting Baptism class registration, calling families for paper work and preparing list of Baptisms for Deacon or Priest monthly
- Religious Education: Registering families, collecting fees and passing information to DRE

TECHNICAL SKILLS & KNOWLEDGE PROFILE:

- Bilingual (Spanish and English)
- Strong computer knowledge in Microsoft Office (Word and Excel) and Google Suite
- Good Communications and interpersonal skills
- Ability to prioritize tasks
- Orderliness and strong organization