



Diocese of Salt Lake City Job Description

Job Title: Information Specialist **Date Revised:** 01/05/2018
Department: Chancery **FLSA Status:** Exempt
Supervisor: Chancellor
Work Days: Monday - Friday **Hours/Day:** 7.5

Summary:

Provides general office assistance to the Chancellor and the Chancery.

Responsibilities:

- Serves as a member of the Diocesan staff, adheres to policy and be responsive to expectations set by the Bishop, Vicar General and the Chancellor.
- Compilation, maintenance and integrity of multiple complex databases.
- Manage ParishSoft Family Suite Program. Responsible for the maintenance, corrections and accuracy of the ParishSoft program, Diocesan Sacramental data input and contact databases.
- Training and implementation of the ParishSoft program for Diocesan parish level users so they may respond to questions regarding program data.
- Facilitate interaction between Diocesan ParishSoft users and the ParishSoft Company to troubleshoot and resolve issues as they arise.
- Maintain electronic Sacramental database, file and store related paper documents, responding to questions regarding data and providing information as requested.
- Establish and maintain a Standard Operating Procedure Manual for the standardization of information collection for the ParishSoft program.
- Maintenance of information files for the Chancery office, including Contact database.
- Completes Requests for Payment (RFP) and check registers to Finance as directed.
- Assist the Chancery office in providing information compiled from ParishSoft for national and local reports and audits.
- Initiates and schedules conferences for Parish Soft local and web-based trainings.
- Develops and disseminates ParishSoft tip and trick newsletter for Diocesan users.
- Updates current assignments and lists in ParishSoft. Respond to outside requests for information.
- Development and coordination of on-going solutions and issues in the ParishSoft website.
- Schedule conference rooms for meetings/events, including physical arrangement, including set-up and clean up.
- Electronic and telephone communications with the various Diocesan departments and outside entities.

- Other responsibilities as assigned.

Required Education and Skills:

- Five years proven effective and demonstrated current computer software skills. Educational background and experience negotiable.
- Understanding of Catholic Church ethics, traditions, procedures and organizational structure.
- Excellent written, organization and interpersonal skills.
- Confidential dealing with sensitive issues.
- Develop knowledge of parishes and parish structure.
- Advanced computer knowledge and expertise with emphasis on Microsoft Office and database software. Ability to learn office software programs and knowledge of various office machines.
- Good public relations skills, excellent written and oral communication skills.
- Ability to prioritize, organize, be flexible, self-motivated and handle multiple priorities efficiently.
- Ability to resolve problems and analyze reports
- Maintain proper business /professional appearance.