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| Diocesan Coat of Arms.JPG | **Diocese of Salt Lake City**  **Job Description** |

**Job Title:** Part-Time Secretary  **Date Revised:** 02/08/2018

**Department:** Office of Worship  **FLSA Status:**  Non-Exempt

**Supervisor:** Director

**Work Days:** Monday - Friday **Hours/Day:** 4

(Evenings and Weekends as needed – Office of Worship)

**Summary:**

The Secretary provides general secretarial assistance to the Director of the Office of Worship.

**Responsibilities:**

* Serve as a member of the Diocesan Pastoral Center staff, responsive to expectations as delineated by the policy manuals, the Bishop, Vicar General or supervisor.
* Arrange, attend and take minutes at Commission and committee meetings and prepare and send correspondence.
* Maintain records and files.
* Prepare and send mailings to parishes and others as requested.
* Assist with special liturgical events such as Rite of Election, Adult Confirmation and Ordinations.
* Prepare worship aids and handle licensing reports.
* Assist directors with classes, presentations and workshops.
* Answer phone calls, perform office scheduling, maintain office equipment and purchase supplies as needed.
* Pay bills and maintain office accounts.
* Review and update ParishSoft data.
* Help parish staff with problems or questions as needed.

**Required Education and Skills:**

* Understanding of Catholic Church ethics, traditions, procedures and organizational structures.
* Bi-Lingual (English/Spanish) preferred.
* Committed to the Catholic Church with sufficient knowledge of the Church’s teaching background and sacramental practice.
* Excellent written, organizational and interpersonal skills.
* Flexibility to accommodate changes in work schedule.
* Excellent computer skills.
* High school education or equivalency required with additional training/education preferred together with two years general secretarial experience.
* A practicing Catholic who shows commitment to a parish and willingness to abide by the *Code of Conduct* (Appendix A. Code of Ethical Standards *Pastoral Directives* ).