

## Administrative Assistant Job Description

We are searching for an Administrative Assistant to work part time in the office at St. Bartholomew Church to provide secretarial, administrative, and related office services to the Pastor and other members of the Parish Staff. The days and hours for this position are Monday, Wednesday, Thursday, and Friday from 9:00 am to 1:00 pm. These hours are subject to change.

Duties include but are not limited to:

- Prepares and distributes the weekly bulletin
- Greets parishioners and visitors presenting to the office
- Maintains Church LOGOS computer system and system applications
- Sorts and distributes all incoming mail
- Maintains scheduling of Mass intentions and Mass cards
- Maintains sacramental records
- Maintains schedules for Church room and Hall rentals
- Performs other duties as directed by Pastor and Pastoral Associate

Qualifications:

- Active member of a Roman Catholic parish faith community. Sometimes this requirement may be satisfied by a person who has knowledge of and is willing to function in a manner consistent with the mission of the Catholic Church.
- Experience as an Administrative Assistant or equivalent, preferably in a parish office/religious office setting. Post high school degree required.
- Proficient in computer skills including e-mail and web site management. Demonstrated skills in software products including Logos Church Management and other Logos Applications, Microsoft Windows, Office, Word, Publisher, Outlook, Excel.
- Demonstrated ability to work independently, to multi-task, to maintain confidentiality, to adhere to ethical standards, to set priorities and organize work effectively and efficiently. Must have demonstrated —people skills.

If interested, please forward letter of intent with resume and three references, both professional and personal to:

**Thomas P. Sheehan**  
**Cluster 22 Business Manager**  
**29 Aspen Avenue**  
**South Portland, Me. 04106**

You may also email: [tom.sheehan@portlanddiocese.org](mailto:tom.sheehan@portlanddiocese.org) .