



POSITION DESCRIPTION: Parish Secretary

Reporting to: Parish Priest

The Position: The primary purpose of this position is to provide secretarial and administrative support to the Parish.

5 days full-time, Monday to Friday, 9am to 5pm.

Responsibilities: The Parish Secretary is accountable to the Parish Priest for:

- Processing correspondence, emails, telephone calls, and ensuring all matters are dealt with in a timely manner
- Managing diaries on behalf of the Parish Priest
- Meeting and greeting of visitors in a friendly and efficient manner
- Providing assistance to enquiries regarding Weddings, Baptisms, Funerals and other Sacraments
- Maintaining documentation and record keeping of sacramental records using the Diocesan PACs database
- Editing the weekly Parish newsletter before printing
- Overseeing of Planned Giving records and entering onto Diocesan PACs database
- Managing stationary supplies and ensuring office equipment is in good working order
- Managing the calendar for parish hall, church and meeting rooms.
- Providing support for the business administration activities and to liaise with as required
- Providing administrative assistance for the Divine Renovation plan implemented in the parish
- Liaising with service providers, repairs and maintenance of Parish facilities including liaison with tradespersons, cleaners and other suppliers/contractors to the Parish
- Participation at Parish team meetings as required
- Oversees WHS and compliance of the parish
- Other duties as requested by the Parish Priest

Inter-relationships: The Parish Secretary interacts with the following internal and external groups:

- Parish Priest and Parish staff
- Parish Schools, Primary Schools, Primary School parents, Parishioners and Parish volunteers
- Other Parishes and agencies in the Diocese of Broken Bay

Qualifications and Experience:

The ideal Parish Secretary will have:

- Demonstrated commitment to the mission and values of the Catholic Church
- Experience in dealing with people
- Computer and social media skills including working knowledge of Microsoft Office applications – Word, Excel, PowerPoint, Publisher, Outlook and PACs (PACs training will be available)
- Demonstrate commitment to service and a willingness to be accountable for their performance.

Attributes:

The Parish Secretary will demonstrate the following attributes:

- Professional manner and presentation
- Excellent people skills
- Attention to detail and a well ordered approach to work
- Awareness of and a commitment to service
- Excellent communication skills
- Ability to act with discretion and to maintain complete confidentiality
- Ability to build working relationships with those people that come in contact with this role
- Proactive approach and a commitment to do whatever is necessary to ensure deadlines are met.

Performance Management:

The performance of the Parish Secretary will be assessed on a regular basis having regard to:

- Their performance on the key responsibilities and attributes for this role
- Service levels and the level of satisfaction expressed by key stakeholders
- Their ability to develop and maintain relationships with Parish staff and parishioners.

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