



IMMACULATE CONCEPTION
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ALMA CENTER WI 54611

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ST JOSEPH—FAIRVIEW
N13740 FAIRVIEW RD
FAIRCHILD WI 54741

EMAIL office@icpstj.diocparish.org

Job Title: Administrative Assistant

Hours: Part-time, 7-15 hours per week

Reports to: Pastor

Position Overview:

To provide administrative support to our parishes, coordinate liturgical ministry schedules, publish bulletin, other correspondence as needed.

Responsibilities:

- Meet regularly with Pastor.
- Be committed to a regular prayer life.
- Complete the annual training and be in compliance with the Protect and Heal Program for the Diocese of La Crosse.
- Communicate clearly and in a timely manner with the Pastor, parish employees and volunteers, and anyone else as needed.
- Perform duties and responsibilities of an Administrative Assistant:
 - Be familiar (but confidential) with the schedule, priorities, and needs of the Pastor.
 - Oversee the ongoing and accurate recording of sacraments in various databases (e.g., ParishSoft, sacramental registers).
 - Oversee the ongoing and accurate recording of registered and non-registered families in various databases (e.g., ParishSoft).
 - Maintain the parish records for Mass intentions and Mass stipends.
 - Coordinate routine administrative tasks: announcements for weekend Masses, serving schedule including Lectors, Money Counters, Altar Servers, Ushers, etc.
 - Publish the weekly bulletin.
 - Record parishioner and non-parishioner donations.
 - Verify accuracy of deposits.
 - Coordinate and forward income and expense information to the parishes' accountant.
 - Assist as needed with the preparation and verification of all required yearly reports to the Diocese (Bishop Report, Protect and Heal Report, etc.).
 - Employee may perform other duties to meet the ongoing needs of the organizations

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A pastoral heart, including a hospitable and evangelizing attitude.
- Prayer life and lived witness to the Catholic Faith.
- Bilingual (Spanish and English) preferred. English is necessary.
- Ability to lift and carry twenty-pound parcels and/or boxes, and to go up and down stairs.
- Excellent listening skills, problem solving ability, and the ability to multitask with ease.
- High level of integrity, diplomacy, initiative, and teamwork.
- Ability to organize, manage multiple priorities and work with minimal supervision.
- Professional confidentiality and discretion regarding all personal information.
- Proficiency with (or ability to learn) Microsoft Office Suite, especially Word, Excel and Publisher.

Interested applicants should speak with:

Fr. Peter Kieffer

Pastor

Immaculate Conception and St. Joseph Parishes

pkieffer@diolclergy.org

715-964-5201