

## Job Description — Executive Assistant

<b>Parish:</b>	Our Lady of Mount Carmel
<b>Department:</b>	Administration
<b>FLSA Status:</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt

<b>Job Title:</b>	<b>Executive Assistant to the Pastor and the Pastoral Associate</b>
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<b>Work Schedule:</b>	40 hours a week
<b>Reports to:</b>	Pastor and Pastoral Associate

### QUALIFICATIONS:

<b>EDUCATION:</b>	<ul style="list-style-type: none"> <li>▪ High school degree or its equivalent required.</li> <li>▪ Certificate or associate degree in secretarial science preferred.</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>▪ Minimum of two years' experience in related field.</li> </ul>
<b>KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>▪ <b>Clerical</b> — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, proofreading and other office procedures and terminology.</li> <li>▪ <b>Customer and Personal Service</b> — Knowledge of principles and processes for providing customer and personal services to both internal and external customers.</li> <li>▪ <b>English Language</b> — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.</li> <li>▪ <b>Microsoft Office Suite Software</b> — Proficient in Word, Outlook, and Excel and able to navigate Publisher.</li> </ul>

<b>SUMMARY OF JOB:</b>	Plan, direct and coordinate the office operations of the parish as well as perform routine clerical and administrative functions in direct support of the pastor's pastoral and administrative responsibilities.
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<b>ESSENTIAL DUTIES:</b>	<p><b>A. Parish Operations</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Analyze internal office processes and procedures and recommend and implement procedural or policy changes to improve operations.</li><li><input type="checkbox"/> Record meeting minutes for staff, executive and clergy meetings.</li><li><input type="checkbox"/> Read through contracts, regulations, and procedural guidelines to ensure comprehension and compliance.</li><li><input type="checkbox"/> Oversee the parish's paper and electronic filing systems, including the parish records management program.</li><li><input type="checkbox"/> Assist staff in learning office procedures, equipment utilization, etc.</li><li><input type="checkbox"/> Aid in various functional department work overflow.</li><li><input type="checkbox"/> Plan events that require ordering food and supplies.</li></ul> <p><b>B. Office Equipment and Supplies</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Acquire, manage, distribute, and store materials, office supplies, and office equipment.</li><li><input type="checkbox"/> Oversee and administer office equipment contracts and supplies.</li><li><input type="checkbox"/> Communicate with, and provide guidance for, external vendors and service providers to ensure the parish's operational needs are met.</li><li><input type="checkbox"/> Learn to operate new office technologies as they are acquired and implemented.</li></ul> <p><b>C. Executive Assistant Duties</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Maintain confidentiality at all times.</li><li><input type="checkbox"/> Aid pastor in managing his official schedule as directed.</li><li><input type="checkbox"/> Arrange meetings, appointments and conference calls as directed.</li><li><input type="checkbox"/> Assist the pastor in resolving personal issues with the telephone system, computer hardware (e.g., printer) or software (e.g., Outlook) as needed.</li><li><input type="checkbox"/> Format and/or proofread correspondence, memos, etc.</li><li><input type="checkbox"/> Generate standard letters in accord with routine office practice.</li><li><input type="checkbox"/> Greet and receive visitors meeting with the pastor.</li><li><input type="checkbox"/> Organize and maintain the pastor's paper and electronic files in accord with parish and diocesan records retention policies.</li><li><input type="checkbox"/> Organize and maintain pastor's ministry and organization binders with appropriate documentation needed for meetings.</li><li><input type="checkbox"/> Oversee the preparation and dissemination of agendas, background materials and meeting minutes.</li><li><input type="checkbox"/> Print and/or photocopy information for meetings (agendas, handouts).</li></ul>
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	<ul style="list-style-type: none"><li><input type="checkbox"/> Prepare outgoing mail to individuals and/or to groups, including performing mail merges (meetings, committees, Lent, etc.) as directed.</li><li><input type="checkbox"/> Relay notifications, directives, instructions, and assignments to staff as directed by the pastor.</li><li><input type="checkbox"/> Respond to routine information requests directed specifically to the pastor whether by mail, email, phone or otherwise.</li></ul>
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<b>OTHER DUTIES:</b>	Perform other minor or incidental tasks related to the position described as directed by the pastor or supervisor.
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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Executive Secretary —Work Context & Skills Checklists

<b>Work Context:</b>	<p><i>Job requires:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Achievement</b> —being responsible for outcomes and results.</li> <li><input type="checkbox"/> <b>Attention to Detail</b> — being careful about detail and thorough in completing tasks.</li> <li><input type="checkbox"/> <b>Confidentiality</b> — keeping sensitive information in confidence, not divulging classified information regarding staff, parishioners, vendors, etc.</li> <li><input type="checkbox"/> <b>Cooperation</b> — working cooperatively with others (staff, vendors, volunteers, parishioners).</li> <li><input type="checkbox"/> <b>Dependability</b> — being reliable, responsible, and dependable, and fulfilling obligations.</li> <li><input type="checkbox"/> <b>Flexibility</b> — adjusting to meet new or changing priorities.</li> <li><input type="checkbox"/> <b>Independence</b> —guiding oneself with little or no supervision and depending on oneself to get things done and meet deadlines.</li> <li><input type="checkbox"/> <b>Initiative</b> — a willingness to take on responsibilities and challenges.</li> <li><input type="checkbox"/> <b>Integrity</b> — being honest and ethical.</li> <li><input type="checkbox"/> <b>Self-Control</b> — maintaining composure, dealing calmly and effectively with stress and the emotions of others.</li> </ul>
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<b>General Skills:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Active Listening</b> — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.</li> <li><input type="checkbox"/> <b>Critical Thinking</b> — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.</li> <li><input type="checkbox"/> <b>Deductive Reasoning</b> —Applying general rules to specific problems to produce answers that make sense.</li> <li><input type="checkbox"/> <b>Problem Sensitivity</b> —Telling when something is wrong or is likely to go wrong; recognizing there is a problem.</li> <li><input type="checkbox"/> <b>Reading Comprehension</b> — Understanding written sentences and paragraphs in work related documents.</li> <li><input type="checkbox"/> <b>Service Orientation</b> —Looking actively for ways to help people.</li> <li><input type="checkbox"/> <b>Time Management</b> — Managing one's own time to meet deadlines.</li> <li><input type="checkbox"/> <b>Written Expression</b> —Communicating information and ideas in writing so others will understand.</li> </ul>
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