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| PARISH: | Assumption Parish, Bellingham, WA | TITLE: | Receptionist |
| NAME: | | REPORTS TO: | PAA |
| DATE: | Jan. 1, 2023 | GRADE: | Z2-3 |
| | | HOURS: | 40 hrs/week |

1 POSITION PURPOSE

To greet and refer visitors and callers to the parish, schedule facilities and provide clerical assistance.

2 MAJOR DUTIES AND RESPONSIBILITIES - RECEPTIONIST

- A. Assures a hospitable and welcoming presence for parish visitors, providing appropriate assistance and/or referral to visitors. Answers telephone and central e-mail inbox, assuring accurate and prompt transmission of messages.
- B. Provides general information to persons calling or visiting the parish. Utilizes other church, social service, community and/or government directories to provide accurate and helpful information to persons.
- C. Oversees scheduling of parish facilities by approved organizations. Develops and maintains a calendar that identifies the time, date, name of organization, as well as room scheduled to use. Coordinates the use of keys for parish facilities as directed.
- D. Enters weekly collection information into the parishioner database.
- E. Provides clerical assistance as requested by the supervisor including calling to schedule or confirm meetings, filing, collating, copying, sorting and preparing labels.
- F. Adds information into the parish bulletin and organizes content. Assures bulletin is disseminated weekly.
- G. Opens and distributes incoming mail and ensures the mailing of outgoing mail.
- H. Provides assistance to parishioners requesting Mass requests and Mass cards and provides information about stipends.
- I. Supervises volunteer receptionists.

3 MAJOR DUTIES AND RESPONSIBILITIES – HISPANIC LIAISON

- A. Serves as the primary contact for Spanish-speaking parishioners regarding scheduling parish facilities and accessing parish resources. This does not include sacramental preparation programs, except as an aid to the parish Registrar.

- B. Communicates with Spanish-speaking parishioners when requested by the pastor and other parish staff members.

4 APPROVED:

Employee: _____

Date: _____

Supervisor: _____

Date: _____

JOB QUALIFICATIONS

1. Excellent communication skills
2. Ability to read, write and speak in both English and Spanish
3. Computer experience, especially in Microsoft products such as Word and Excel

JOB SCHEDULE (tentative)

Tuesday – Friday

9:00 am – 12:00 pm and

1:00 pm – 4:00 pm