

DIOCESE OF SAN DIEGO
Our Lady of Grace Church
2766 Navajo Rd, El Cajon, CA 92020

Job Description
Revision Date: 29 August 2022

I. IDENTIFYING INFORMATION

Position Title: Office Assistant and Coordinator of Parish Media
Status: 32 Hours per Week, Non-exempt
Reports to: Pastor

II. PRIMARY FUNCTIONS/GOALS

Under the direction of the Pastor, the Office Assistant and Coordinator of Parish Media is responsible for coordinating all electronic and printed media for the parish and works with the Office Manager in the smooth operation of the parish office.

III. MAJOR RESPONSIBILITIES

- Perform at the parish level in support of the parish and the diocese's spiritual and pastoral mission; performs as both a spiritual and administrative leader in the parish
- Set an example for employees by personal adherence to and compliance with personnel policies and procedures and by personal adherence to Catholic Doctrine and Catholic principles of morality
- Work with the Office Manager in the smooth operation of the parish office including answering telephones, greeting visitors, taking messages, responding to inquiries and general office responsibilities.
- Assist in maintaining ParishSoft database.
- Coordinate electronic and printed media for the parish including:
 - Design and develop weekly parish bulletin
 - Manage parish website including design and maintenance
 - Manage Flocknote communication system for the parish
 - Manage social media accounts for the parish
 - Coordinate direct mail mailings (Annual Catholic Appeal; Advent/Christmas; Lent/Easter; etc.)
 - Coordinate internal printed materials for parish such as business cards, Mass intention cards, parish registration forms, etc.
- Attend all parish staff meetings
- Perform other duties as assigned

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. Skills, Knowledge and/or Abilities

- Must have a working knowledge of and a strong commitment to the mission of the Diocese of San Diego and the Catholic Church; preferably be in full communion with the Church
- Excellent communications skills, verbal and written; excellent human relations and interpersonal skills
- Strong organizational and time management skills; be a self-starter who is able to perform multiple tasks simultaneously and work with a sense of urgency
- Ability to exercise courtesy to fellow employees, parishioners and the general public
- Ability to maintain confidentiality
- Ability to receive direction and be open to suggestions
- Ability to work collaboratively in a team environment; punctuality is a must at all times; ability to travel locally as required; weekend work may be required
- Working knowledge of computer software applications such as Microsoft Office (Word, Excel, Outlook, Publisher, etc.), Flocknote and ParishSoft Church Management Software.
- Professional bearing; clean and neat personal appearance
- Ability to successfully pass a background check as required by the Diocese of San Diego

B. Education, Training and/or Experience

- Bachelor's degree in business or public administration or equivalent experience
- Minimum of 3 years of experience in a business environment

C. Physical/Mental Requirements

- Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office environment.

D. Required Activities

- Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying, and keyboarding.

V. WORKING ENVIRONMENT/AVAILABILITY/GUIDELINES

- Ability to function well in both an office setting and the church environment
- Minimum four days per week when the office is open (Monday through Thursday) and with an expectation of a minimum of 32 core visible hours per week
- Functions according to the policies of Our Lady of Grace Church Personnel Policies and applicable canon/civil law

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors, and the requirements and conditions listed in the job description are representative only and not exhaustive of the tasks that an employee may be required to perform. Our Lady of Grace Church reserves the right to revise this job description at any time to require employees to perform other tasks as circumstances or conditions of its operation and/or the work environment change.