

## Parish Office Coordinator



Duties will include:

### GENERAL OFFICE ADMINISTRATION

- Assist to maintain reception area in office, answering enquiries, by phone, in person, electronic or paper correspondence
- Assist to maintain parish diary in paper and Outlook
- Assist with data entry in relevant data or reporting systems, such the Parish Administration & Communication System (PACS) Database and Copyright reporting software to meet our compliance responsibilities. PACS training and support is provided
- Maintain and oversee the correct use and appropriate data entry for PACS and parish registers
- Assist in the creation and production of the weekly bulletin
- Assist to maintain the music copyright compliance needs and liaise with musicians for reporting requirements
- Assist to ensure documentation used by the parish is current and relevant, update as requested
- Assist in any updating of any digital media, such as the parish website, Facebook, electronic sign, Qkr! and Try Booking keeping information current.
- Attend regular (weekly) meetings of the parish office.
- Assist Office Manager as required

### SACRAMENTAL PROGRAMMES ADMINISTRATION AND COORDINATION

- Prepare and maintain enrolment for each Sacramental Programme – First Reconciliation, First Holy Communion and Confirmation, on the Qkr! App and Parish website
- Collate and maintain information collected from enrolment forms into an Excel spreadsheet and PACS
- Follow up with families for any further information via email, phone, letter etc.
- Coordinate and liaise with Parish Priest, Sacramental Coordinator and Office Manager for requirements of Programs
- Coordinate and liaise with REC, School of Religion Coordinator and Staff from relevant schools, disseminating information on sacraments and coordinating assistance/involvement from schools, including newsletter items.
- Respond to enquires relating to Sacramental Programmes via phone, email, letters, etc
- Prepare and disseminate information when required to relevant schools and external parties relating to the Sacramental Programmes
- Prepare, copy and collate Information packs for each Sacramental Programme and other documents required throughout the Program
- Order annually the stationary, liturgical books, etc for the following year's Sacramental Programmes & liaise with the School of Religion Co-ordinator on any ordering required for their programs.
- Create sign in sheets for Programmes as required
- Maintain records with relevant information needed from each candidate, eg Confirmation sponsor, Mass times, etc. Follow up as required
- Update and provide Parish Priest or Sacramental Coordinator with information to be disseminated at particular sessions
- Coordinate and liaise with Office Manager and Schools, School of Religion for the Confirmation retreat Day – recruit and delegate volunteers for day, supply of food, etc
- Print certificates for Sacraments
- Attend Parent Information Nights for each Sacrament
- Once the Sacrament is complete, enter candidate information into our PACS database
- Send off relevant notifications via the PACS database to meet compliance responsibilities
- Assist Office Manager as required

## **PERSONAL REQUIREMENTS/ATTRIBUTES**

- Current Working with Vulnerable People (WWVP) Card
- knowledge of and support for the Catholic Church and its teachings;
- organisational, managerial and problem-solving skills;
- proficient verbal and written, interpersonal and communication skills;
- computer literacy in MS Suite and Parish Data Systems (willingness to learn);
- work autonomously and be responsible and accountable for own work;
- ability to work meeting deadlines;
- can exercise initiative and good judgment;
- acts with tact and discretion, maintaining extreme levels of confidentiality;
- honesty, integrity, reliability and punctuality;
- attention to detail, quality and accuracy;
- ability to work cooperatively and collaboratively in a team environment.

The employer reserves the right to vary this position, after consulting with the employee, in response to its changing needs.

## **EMPLOYMENT Details**

Hours – 12hrs (2 days) a week. Any extra hours worked to be prior approved and taken as leave in-lieu at a mutually convenient time. Currently days are Wednesday and Thursdays (negotiable).

Pay - \$26.44/hr Band 1 Level 1 out of a total of 4 Levels.

Line Manager – Office Manager Melanie Kerr