

**Job Title:** Parish Administrative Assistant  
**Reports to:** Office Manager  
**Position:** Part-time, no benefits, up to 29 hours per week  
**Parish:** St. Irene Catholic Church, Warrenville, Illinois

**Description:**

The St. Irene Parish Administrative Assistant is responsible for providing administrative support for parish staff, parishioners, and visitors. This position will work closely with the Office Manager in organizing, prioritizing, and accomplishing tasks that support the ministries of St. Irene parish.

The Parish Administrative Assistant must be an energetic individual with excellent communication, collaboration, and organizational skills.

**Job Responsibilities:**

- Answer phones and greet/assist/direct visitors and parishioners.
- Process incoming mail and emails; respond to emails in a timely fashion.
- Organize and maintain a filing system for parish documents and records.
- Prepare new parishioner welcome packages and general correspondence.
- Process and record daily Mass intentions.
- Curate content for and monitor parish Facebook pages (e.g. review questions/comments posted and direct to correct person for response).
- Maintain and update parish website.
- Track inventories of various supplies (office, sacramental, parish) and re-order as necessary.
- Assist in planning and organizing parish events.
- Attend and participate in regular parish staff meetings.
- Additional duties and responsibilities as assigned.

**Required Qualifications:**

- Several years of experience working in an administrative role.
- Excellent verbal and written communication skills as well as interpersonal skills; must work well with others.
- Ability to organize, prioritize, and have focus/attention to detail.
- Proficiency in using Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, Outlook).
- Working knowledge of Parish Data Systems (PDS) software helpful, but not required.
- Adaptable to new responsibilities and effectively handling assigned projects.
- Ability to effectively problem-solve within a short timeframe.
- Ability to honor and maintain absolute confidentiality both within and outside of the office regarding any and all parish business.
- Must be in compliance with the Safe Environment Program of the Diocese of Joliet.
- Must uphold the mission, philosophy, objectives, and policies of the Diocese of Joliet.

***If you are interested in this amazing opportunity, please send a cover letter and resume to [businessmanager@st-irene.org](mailto:businessmanager@st-irene.org). Please mention Parish Administrative Assistant in the subject line of your email.***