

**Title:** Administrative Assistant  
**Reports To:** Pastor  
**Parish:** Christ the Servant Catholic Church, Woodridge  
**Position:** Part-Time, No benefits; Monday – Friday, 1:30 p.m. – 4:30 p.m.

### **Job Purpose**

Christ the Servant is seeking to hire an Administrative Assistant to provide a variety of general administrative duties for the parish.

### **Duties & Responsibilities**

- Staff the Parish Office Monday through Friday, 1:30 p.m. to 4:30 p.m.
- Answer the phone and the main entrance door.
- Send out the monthly ministry schedule and provide hard copies to those requesting one.
- Maintain sacramental and parishioner records.
- Schedule intentions and record payment for intentions
- Assist pastor, business manager and parish ministries as needed.
- Assist with editing sections of the weekly parish bulletin.
- Print the mass, funeral, and special event booklet.

### **Other Duties**

- Provide assistance to the Director of Religious Education on select projects.
- Other duties as assigned by Pastor or Business Manager.

### **Education/Qualifications**

- Experience with Microsoft products, Word, SharePoint, Publisher.
- Experience with the Diocese of Joliet software platforms is an asset.
- High school diploma required; some higher education is desirable.
- Bilingual English/Spanish a plus.
- Must support the mission, philosophy, objectives and policies of Christ the Servant, the Catholic Church, and the Diocese of Joliet

### **Salary Range**

Salary range is \$15.80 - \$18.00 per hour, depending on experience.

### **Benefits**

- Paid personal leave days.

***To apply for this position, please send cover letter and resume to [bryn@ctswoodridge.org](mailto:bryn@ctswoodridge.org).***

### **PHYSICAL ABILITIES THAT ARE COMMONLY ASSOCIATED WITH THE PERFORMANCE OF THE FUNCTIONS OF THIS JOB<sup>1</sup>**

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physically able to perform the duties as assigned including the ability to lift to 20-30 pounds if needed.
- Ability to stand, sit, or walk for extended periods of time.
- Occasional evening and weekend work, flexibility to adjust to other business needs.

<sup>1</sup> This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.