

Job Title: Bilingual Administrative Assistant
Reports To: Pastor
Parish: St. Carlo Acutis Parish, 1705 Burry Circle Drive, Crest Hill, IL
Position: Part-Time; Unbenefited; Non-Exempt
Flexible days/hours; 25 hours per week

Position Summary

The Bilingual Administrative Assistant serves as the primary administrative support to the Pastor and parish staff and acts as a welcoming presence for parishioners and visitors to meet the needs of the parish community. This position is responsible for managing the parish office operations, maintaining sacramental records, coordinating communications, and supporting the overall mission of the parish in alignment with the teachings and policies of the Catholic Church and the Diocese of Joliet.

Essential Duties and Responsibilities

Administrative Support

- Provide direct administrative support to the Pastor and others as directed by the Pastor.
- Process and update parishioner registrations.
- Answer and direct phone calls; respond to inquiries in a professional and pastoral manner.
- Manage parish calendars, appointments, and facility scheduling.
- Prepare correspondence, bulletins, announcements, reports, and other communications.
- Maintain accurate parish records, including sacramental registers.
- Coordinate Mass intentions.
- Maintain confidential files and sensitive information.
- Other duties as assigned by the Pastor and/or Deacons.

Office Operations

- Ensure smooth daily operation of the parish office.
- Order and maintain church and parish supplies and materials.
- Manage incoming and outgoing mail and e-mail.
- Assist with data entry and parish database management.
- Support parish ministries with clerical and organizational needs.

Financial & Recordkeeping Support

- Duties as assigned by the Pastor.

Communications

- Participate in duties relating to the weekly parish bulletin content and distribution.
- Participate in developing and maintaining content for the parish website and social media platforms.
- Participate in the preparation of announcements and parish-wide communications.

Qualifications

- Strong written and verbal communication skills in both English and Spanish required.
- Practicing Catholic preferred, with understanding of Catholic liturgy, sacramental life, and parish structure.
- High school diploma required; associate degree or administrative certification preferred.

- Minimum of 3 years' administrative or office experience.
- Proficiency in Microsoft Office (Word, Excel, Outlook); familiarity with parish database systems preferred.
- Must maintain confidentiality and exercise discretion.
- Excellent organizational and multitasking skills.
- Must work collaboratively in a faith-based environment.
- Must serve as a role model to the parish community.

Working Conditions

- Office environment within a Catholic parish setting.
- Flexible part-time schedule as determined by the Pastor.
 - No more than 25 hours per week.
- Occasional evening or weekend hours may be required.
- Ability to sit for extended periods and perform routine office tasks.

Compensation & Benefits

- Hourly wage is \$20.00.
- Eligible benefits in accordance with Diocese of Joliet policies for part-time employees:
 - Paid personal leave days.

Mission Commitment

The Bilingual Administrative Assistant is expected to conduct him/herself in a manner consistent with the mission, teachings, and moral standards of the Roman Catholic Church and to comply with all policies of the Diocese of Joliet, including Safe Environment requirements.

To apply for this position, please send cover letter and resume to the following email address, parishsecretary@stcarloacutisparish.org. Phone number (815) 722-3222.