

All Saints Catholic Church, Dunwoody GA
Secretary to the Pastor
Part Time: 20 Hours/week
Direct Report: Director of Operations

Position Overview:

We are seeking a dedicated and organized individual to serve as the Secretary to the Pastor at All Saints Catholic Church in Dunwoody, GA. This role plays a crucial part in supporting the Pastor in various administrative tasks, facilitating communication within the parish, and ensuring the smooth operation of day-to-day activities.

Responsibilities:

Administrative Support:

- Manage the Pastor's schedule, including appointments, meetings, and events, ensuring efficient time management.
- Handle correspondence, emails, and phone calls on behalf of the Pastor, when requested, providing timely responses and maintaining professionalism.
- Assist in preparing and proofreading documents, reports, and presentations as required.
- Maintain confidentiality of sensitive information related to the parish and its parishioners.
- Provide administrative support during meetings as requested by the pastor to capture key discussion points and maintain organized records of the proceedings.

Parish Communication:

- Assist communications personnel as needed to coordinate communication within the parish, including announcements, newsletters, and bulletins.
- Assist with maintaining accurate records of parishioner information, registrations, and sacramental records, ensuring compliance with church guidelines.

Office Management:

- Organize and maintain filing systems, both physical and digital, ensuring easy access to important documents and records.
- Collaborate with other staff members to ensure efficient workflow and a welcoming atmosphere in the office.
- Assist receptionist and Director of Parish Life with needs and tasks around the office.

Support for Parish Activities:

- Assist in coordinating logistics and communication for events and activities that involve the Pastor.
- Provide administrative support for sacramental preparation, such as scheduling baptisms, weddings, and funerals.
- Other responsibilities as assigned.

Qualifications:

- Practicing Roman Catholic in good standing with the Church.
- High school diploma or equivalent required; additional education or training in office administration or related field is a plus.
- Previous experience in administrative support, preferably in a church or non-profit organization is preferred.
- Proficiency in Microsoft Office suite (Word, Excel, Outlook) and Google Drive.
- Strong organizational skills with the ability to multitask and prioritize tasks effectively.
- Excellent communication and interpersonal skills, with a professional and friendly demeanor.
- Ability to maintain confidentiality and handle sensitive information with discretion.

This role offers an opportunity to contribute to the mission of the Church and support the pastoral ministry within the parish community. If you are a dedicated individual with a passion for administrative support and a commitment to serving others, we encourage you to apply.