

Parish Executive Assistant
Saint William Catholic Church
Round Rock, Texas

Classification: Full-Time, Exempt

Reviewed Date: 4/2021

Catholic Required: Yes

Reports to: Pastor

Ministerial Character

The Pastor is the visible principle and foundation of unity in the parish of Saint William Catholic Church which the Bishop has entrusted to him. He makes Christ's mission present and enduring in the parish. In order to fulfill his mission, the Pastor employs suitable, chosen collaborators (clerics, religious, or laypeople). He shares with them his mission and entrusts various responsibilities to them.

Positions employed at Saint William Catholic Church help to extend the ministry of the Pastor in particular ways as outlined in the job description. Therefore, the employee in this position is closely connected to and assists the Pastor in the performance of his ministry and thereby engages in ministry for the Church.

Job Summary:

The Executive Assistant assists the pastor in collaboration with the associate pastor(s) by supporting the activities and services of his office and is responsible for overseeing the operations of the parish front office, providing administrative services for the Pastor and associate pastor(s). This position reports directly to the Pastor and operates with some latitude for the use of independent judgment and initiative.

Essential Job Duties:

- As an integral part of your ministry for the Church as carried out in this position, support and uphold the philosophy of Catholic ministry and the mission of Saint William Catholic Church in both your professional and personal life.
- Act as a witness to Gospel values by modeling the teachings of the Catholic Church.
- Continuously grow in your ministry by participating in religious ceremonies, training sessions, and reflection activities as directed.
- Manage daily administrative activities in support of the pastor, including coordination and calendaring of events; filing, reviewing, and processing mail; screening and responding to calls and messages; drafting and preparing correspondence; gathering and organizing information necessary for meetings, special projects, and reports; coordinating, scheduling, and arranging international and domestic travel; managing the pastor's calendar.
- Manage separate email account for pastor by screening, delegating, or responding to emails on the pastor's behalf.
- Ensure that all sacramental records for the parish are accurate and up-to-date.
- Supervise the day-to-day operations of the parish front office, including direct supervision of front office staff.
- Participate and collaborate with the operation's team.

- Act as a liaison between the pastor and the chief of staff, regarding the dissemination of tasks and follow-up to be sure tasks are completed.
- Maintain a work schedule that maximizes availability to the pastor, parish staff, and parishioners.
- All other duties, as assigned
- Daily 30-minute prayer time.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed namely:

- Skill in using office equipment (e.g. copiers, fax machine, telephone system, laminating machine, postage meter, etc.).
- Skill in using computers and related software applications (e.g. word processing software, spreadsheets, email, databases, Publisher, etc.).
- Must have good interpersonal skills.
- Must have the ability to learn new software programs as needed.
- Ability to establish and maintain effective working relationships with Saint William Catholic Church staff, clergy, peers, and laity.
- Ability to proficiently communicate in English and Spanish.
- Ability to provide excellent customer service to internal and external customers.
- Ability to honor and maintain confidentiality at all times.
- Ability to carry out multiple tasks and meet deadlines.
- Ability to maintain respect at all times.
- Ability to work with and lead a highly diverse membership base.
- Ability to work outside normal business hours including holidays and weekends
- Ability to follow instructions furnished in verbal or written format.

Minimum Qualifications:

Education and Trainings:

- Associate degree required
- Bachelor’s degree preferred

Experience:

- Four (4) years or more off executive assistant or related experience

Language:

- English (proficient in conversing, reading, and writing)
- Spanish (Proficient in conversing, reading, and writing)

Catholic Requirement:

- Must be a practicing Roman Catholic in good standing.

Licenses/Certifications:

- Must maintain compliance with the Diocese of Austin Ethics and Integrity in Ministry (EIM) policies throughout the employment period.
- Valid Texas driver's license.

How to Apply:

Please submit your cover letter and resume to Dcn. Victor Lara vlara@st-william.org