

Saint Cecilia Cathedral

Position Description

Position: Office Assistant

Location: 701 N 40th Street, Omaha

Hours: 25 hours per week / M-F during office hours

Salary: Based upon experience and qualifications

Position Purpose: Responsible for scheduling activities for the campus facilities, maintaining updated contact and sacramental information in the constituent relationship management database, and other general clerical assignments, as well as administrative assistant for the Pastor.

Nature and Scope of Accountability: Hired by and reports to the Parish Pastor

Responsibilities:

1. Administrative Assistant

- Knowledge/Skills/Abilities: Microsoft Office software
- Greet visitors meeting with the Pastor
- Answer phone and direct calls as appropriate
- Responsible for miscellaneous duties as assigned by the Pastor

2. Facilities Scheduler

- Knowledge/Skills/Abilities: Office Tracker software
- Communicate with the staff and outside contacts who need to schedule an activity
- Enter contact data and event data into the Office Tracker program
- Complete required paperwork associated with each event

3. Database Maintenance

- Knowledge/Skills/Abilities: Raiser's Edge software
- Update contact information for parishioners, alumni, school parents, donors
- Update sacramental information for parishioners
- Update school information for students and parents
- Prepare lists for mailing, etc.

General information

- Ability to manage multiple projects at one time
- Excel at interpersonal skills
- Able to accept the direction of authority