

DIOCESE OF PHOENIX

JOB DESCRIPTION

Title: Receptionist – Part-Time
Hours: 16 hours per week (1pm – 5pm Monday through Thursday)
Supervisor: Office Manager
Date: July 6, 2021

Purpose and Scope

This position provides general front office receptionist services for the Parish and provides general clerical services for the Parish Office. This position reports to the Office Manager.

Essential Job Functions

- Telephone/Front Desk
 - ✓ Answers telephones, takes messages and coordinates appointments
 - ✓ Assists visitors in the parish office
 - ✓ Screens phone calls for the parish staff
 - ✓ On a daily basis, forwards voice mail messages that enter the system after office hours to the appropriate person or department
 - ✓ Greets and welcomes visitors in a professional manner
 - ✓ Maintains general housekeeping of reception area
 - ✓ Directs to appropriate agency persons in need who are seeking food, shelter, clothing and travel assistance. Keeps current listing of agencies that provide such services
 - ✓ Records new registrations into parish database
- Recording
 - ✓ Monthly Mass count sheets
 - ✓ Monthly lists of Mass intentions for the sacristy
 - ✓ Prepare, print & post list of daily meetings & locations
- Provides general secretarial/clerical services for the Pastor, including but not necessarily limited to:
 - ✓ Mailings, stuffing envelopes, filing, typing labels and tabs
 - ✓ Typing correspondence, reports or proofreading documents for staff

Additional Job Functions

- Creates a hospitable, Christ like environment
- Displays joyful disposition to all callers and visitors, creating a welcoming atmosphere
- Assists in special projects as directed
- Performs any job-related task(s) necessary for the smooth flow of operations within the parish
- Contributes to team effort for a professional office environment and maintain good working relationships with all diocesan and parish staff

Knowledge, Skills and Abilities Required

- Knowledge of word/data processing, general office and secretarial procedures
- Proficient typing skills and working experience of computer Microsoft Office software including Word and Excel
- Ability to work under pressure, manage multiple projects simultaneously and handle stressful situations
- Ability to make decisions in a timely manner and communicate these decisions effectively
- Excellent written and verbal communication skills
- Ability to set priorities and organize work effectively
- Ability to maintain confidentiality
- Strong knowledge of the Catholic faith preferred

Minimum Qualifications

- High School diploma or equivalent certificate and a minimum of three years working experience in a related position.

Please email your resume and cover letter to Steve Mandarino at steve.mandarino@corpuschristiphx.org or mail to 3550 E Knox Rd, Phoenix, AZ 85044.