



**Position Title:** Bilingual Administrative Assistant

**Goals and Functions:**

The Bilingual Administrative Assistant works with the Pastor and other Ministry Team members to assist the members and parishes of the Centered on Christ Catholic Community in the outreach and operations of the parish. Facilitates cooperation and communication in Hispanic/Anglo ministries and work with social needs of the community.

**Qualifications:**

- Spanish/English proficiency
- Ability to welcome people in a professional and courteous manner and an ability to work with other staff members and volunteers.
- Working knowledge of Mac and PC operating systems
- Previous work experience as an Administrative Assistant (helpful)
- Ability to learn new computer programs.

**Hours Worked:** 10-12 hours per week. (Normally Tuesday 9-4 and Thursday for a few hours and one evening from 4-7 others as needed.)

**FLSA Classification:** Non-exempt

**Reports to:** Ministry Team Leader

**Duties and Responsibilities:**

***Ministry***

- Help coordinate social ministry - food, clothing, and furniture needs.
- Assist with parish fundraisers as needed.
- Ensure timely communication and coordination between the parish staff, schools and Spanish speaking leadership and community.
- Encourage Anglo and Spanish participation in each other's programs including the Catholic Schools
- Other duties as assigned.

***Reception***

- Answer incoming telephone calls in a professional and courteous manner, providing general parish information and/or forwarding calls appropriately.
- Receive parishioners and visitors to the office.

***Administrative***

- Assist Pastor and Admin Team as needed.
- Work on the bilingual bulletin.
- Processes rental of parish facilities, working with parishioners and other staff members