

**St. Gabriel the Archangel Catholic Church**  
POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	<b>ADMINISTRATIVE COORDINATOR</b>
<b>Date:</b>	March 2019
<b>FLSA</b>	Non Exempt
<b>Reports to:</b>	Business Administrator
<b>Indirectly Reports to:</b>	Pastor
<b>Provides work direction to:</b>	Volunteers, Cemetery Committee
<b>Receives work direction from:</b>	Business Administrator, Pastor
<b>Resource Person To:</b>	Cemetery Committee, Other committees & organizations upon request; liaison to parish groups
<b>This position is full time with benefits:</b>	Full Time; 35-40 hrs week/12 months (2080 hours). Additional hours as position responsibilities require.

**Purpose of Position: To assist with financial processes & records for the Parish & Cemetery. To manage day-to-day operations of the cemetery and work with the cemetery committee. To assist with facility management of two parish campuses. To manage the staff office at the Mainstreet location, as well as all equipment & supplies at both locations, and extend hospitality to callers and visitors, all as reflected within the vision of the pastor and the parish mission.**

**CHURCH EMPLOYMENT RESPONSIBILITIES:** Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. It is expected that all employees respect Roman Catholic Doctrine and religious practices. Reasonable accommodation for the religious practice of employees not of the Roman Catholic faith will similarly be provided. **This position DOES NOT require that the employee be Catholic.**

#### REPRESENTATIVE RESPONSIBILITIES

1. **\*Be present where needed, ready to work as needed to meet responsibilities.** Includes recognizing when situations require more effort, requesting more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality & attendance and ensuring all is ready and taken care of.
2. **\*Help create a productive and harmonious work environment.** Promote good morale, adequate communication and cooperative teamwork.
3. **\*Assist with financial duties involving PASC (Parish Accounting Service Center) for the proper financial management of the parish & cemetery.** Process & submit invoices & deposits to PASC. Make sure all deposits are properly recorded in Family Suites. Help with requests from PASC as assigned.
4. **\*Manage contributions & deposits.** Coordinate & oversee money counting process and volunteers. Prepare other revenue deposits. Deliver weekly deposits to bank. Process ACH & credit card donations. Manage the recording of contributions into the parish database.
5. **\*Assist in financial management of the parish & cemetery.** Follow Archdiocesan Internal Security Control Procedures in all financial matters. Participate in preparation of the annual parish & cemetery budgets. Assist parish business administrator in other financial functions as requested.
6. **\*Oversee the day-to-day operations of the cemetery.** Work closely with cemetery committee. Maintain proper burial and cemetery records; plots, transactions, database, etc. Manage transactions of grave sales, burials, marker placement, and compliance with cemetery policies. Make sure the cemetery is well taken care of through interactions with volunteers and vendors.
7. **\*Assist Business Administrator with facility management issues and projects.** Be the site contact for the St. Joseph campus. Field calls from building users and take corrective action (set up repairs, etc). Assist service technicians regarding building repairs, inspections, & installations. Work on building improvement projects (help solicit and review bids, assist in overseeing projects, etc).

- 8. **\*Communication responsibilities:** Prepare weekly bulletin, proof and transmit to publisher. Assist in the management of the parish website and app. Maintain Stewardship envelope lists and submit to the envelope company. Work with Ministry Coor &/or Bus Admin on other communication projects.
- 9. **\*Perform general office management duties.** Manage maintenance contracts and vendor relationships for office equipment and supplies. Maintain and keep in good repair all office equipment. Order supplies as needed. Receive & assist visitors at the Mainstreet location. Interact with outreach programs as needed (e.g. Loaves & Fishes, etc).
- 10. **\*Attend trainings and meetings appropriate to this position.** Parish staff meetings, Archdiocesan meetings, appropriate associations and workshops.
- 11. **Other Responsibilities:** Includes other responsibilities identified as needed by the employee and approved and/or assigned and approved by the supervisor.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position. **More detailed listings of duties and tasks are outlined in supplemental documents.** *The responsibilities identified with \* are essential functions.*

**QUALIFICATIONS**

- Proficient computer, verbal and written communication skills
- Proficient people & management skills
- Dependable and self-motivated
- Possess reasonable knowledge of Roman Catholic doctrine and traditions
- Successfully complete the required Archdiocesan background checks and VIRTUS training
- Hold a valid driver’s license

**PREFERRED EXPERIENCE**

- Non-profit, parish or diocesan administrative or office experience
- Software programs: MS Office, Parishsoft, Pontem (cemetery software program)
- Experience in cemetery management, building management

**MENTAL DEMANDS**

- Understand the English language
- Possess an ability of organization and an eye for detail
- Able to communicate and work well with others
- Flexibility and patience when interacting with staff and parishioners
- Able to maintain confidentiality

**PHYSICAL DEMANDS**

- Able to go up and down steps
- Able to lift up to 25 lbs.
- Able to sit for long periods of time
- Able to operate telephones, computers, and office equipment
- Able to work longer, or evening, hours when needed

**Supervisor:** I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

\_\_\_\_\_ Date \_\_\_\_\_  
*(supervisor sign)*

**Employee:** I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as the organization’s needs change, my job description will change.

\_\_\_\_\_ Date \_\_\_\_\_  
*(employee sign)*