



SAINT POLYCARP

CATHOLIC CHURCH

8100 Chapman Avenue | Stanton, CA 90680 | (714) 893-2766 | www.stpolycarp.org

JOB DESCRIPTION

POSITION TITLE: Confirmation Program - Administrative Assistant

REPORTS TO: Business Manager

STATUS: Non-Exempt Part-Time Hourly (15-20 Hrs/Week)

WAGE: Starting at \$16.50 per hour

KEY AREAS OF RESPONSIBILITY:

- Office Clerical duties. Assist with Administrative records for Year 1 and Year 2 Confirmation program.
- Accurate input of accounts/attendance
- Processing cash and check payments for registration fees
- Assist with all retreats and planning/scheduling events
- Work closely with volunteers/catechists, providing school supplies/materials

GENERAL DUTIES:

- Welcome and direct visitors in a courteous and professional manner
- Answer telephone in a timely, friendly & professional fashion
- Direct all calls appropriately
- Sort and direct incoming mail
- Knowledge and ability to comprehend the Confirmation program rules/policies.
- Accept and record payments. Provide receipts as needed/requested.
- Understanding of all the programs offered and compliance with office policies
- Log pledge payments into daily cash log and database(s) e.g. Camino Database software
- Compile a Daily Master Log and Summary Log of all received payments
- Coordinate communications with volunteers and department coordinators.
- Occasionally help with translating English to Spanish
- Additional duties as assigned

QUALIFICATIONS:

- Bilingual - Able to communicate in writing and verbally in English/Spanish
- Excellent phone presence
- Good organizational skills.
- Ability to adhere to standards of confidentiality
- Excellent skills in cooperating and working with others
- Proficient with Office, Google Workspace and cloud-based Documents/Spreadsheets/Email
- Ability to learn new software programs as needed

COVER LETTER

This position requires that you be an advocate and become a part of the St. Polycarp community. Please, briefly answer the following question in your cover letter/email. *"What experience have you had with the Catholic Church?" (If applicable, include any experience you have had with St. Polycarp Church, in particular.)* **Please submit resume and cover letter to: Tom H. Ma, Business Manager, tma@stpolycarp.org.**