

The Executive Assistant and Office Manager directly reports to the Priest Administrator of Our Lady of the Angels and Saint Maria Goretti Parishes and is responsible for providing administrative support to the parish grouping Administrator. The Executive Assistant and Office Manager will provide administrative support to the parish grouping by working independently as well as a team member with other staff to facilitate the efficient operation of the parish grouping.

**Qualifications for the position of Executive Assistant and Office Manger include:**

- Excellent communication skills
- Good judgment
- Strong computer skills, including proficiency with Excel, Word, Publisher, and PDS
- 3-5 years experience in a multi-faceted office environment with increasing responsibility in secretarial/support/administrative capacity
- Understanding of diocesan and parish structure
- Ability to work onsite Monday-Friday 9am-5pm

**Duties and Responsibilities include but are limited to:**

- Answering the telephone, respond to inquiries in a polite and courteous manner, screen and route call as appropriate or take detailed message
- Receive and communicate information to the clergy team about requests for funerals, baptisms, and weddings, anointings and other sacramental needs
- Maintain Mass Book; Coordinate opening process of Mass book for the new year
- Receive, schedule and record Mass intentions
- Format/Edit/Proof correspondence/documents for mailing or distribution
- Maintain/Manage office/parish calendars
- Schedule all meetings/activities/events on central parish calendar
- Determines content and oversees the format of the bulletin with the bulletin editor
- Coordinate necessary updates to parish website and social media
- Maintain office databases
- Generate reports from office databases as necessary
- Coordinate parish census records
- Maintains sacramental records following the directives of the diocesan archives
- Retrieve data from a variety of sources, including MissionInsite and internet research

Interested candidates should provide a cover letter and resume to Rev. Thomas J. Gramc, Administrator at [tgramc@diopitt.org](mailto:tgramc@diopitt.org) by August 15th, 2022. A competitive salary and full benefit package will be offered to the candidate chosen for the position. For more information about Our Lady of the Angels and Saint Maria Goretti Parish grouping, please visit our website at [www.olasmg.org](http://www.olasmg.org).