

**ARCHDIOCESE OF CHICAGO – St. Michael’s in Old Town
Position Description**

Title: Office Coordinator

Reports to: Business Manager/Operations Manager

Basic Functions: Provides administrative support to the pastor, staff and church. Handling day-to-day office responsibilities

Duties and Responsibilities

- Answer the phone
- Answer the door
- Direct visitors appropriately
- Administrative tasks in support of the pastor and staff as exemplified by below:
 - Preparing letters
 - Filing
 - Copying
 - Assisting in preparing packets, worship aids, or other such projects
- Complete Sacramental Records and filing of marriage paperwork
- Preparation of sacramental certificates. Researches questions regarding sacraments completed at St. Michael’s.
- Back-up for the wedding coordinator, which includes printing off documents, updating wedding files, supporting the priests in any wedding paperwork, typing of wedding licenses and certificates.
- Assist in the maintenance of the OSV/PDS databases and record information as requested.
- Back up for the completion of the bulletin to include uploading it to the website.
- Inventory of administrative supplies, and books, informing business manager of requirements
- Sorting mail and management of the postal meter
- Processing payments for weddings, baptisms, and other requirements
- Oversees the work of the administrative assistants, assigned in the office
- Other duties as assigned.

JOB SPECIFICATIONS

Education Required: High School Diploma or GED

Education Preferred: Some college

Experience Required: A minimum of 5 years of administrative support experience in a multi-person office, who is Roman Catholic.

Experience preferred: 5-10 years of administrative support in a Catholic Church or other not-for-profit office

Skills Required: Use of the Microsoft Suite of products to include Publisher, Database management, Knows catholic traditions and practices, or knows when to escalate issues. Secretarial duties such as answering the door and phone, dealing with the public

Other Required:

Must demonstrate understanding, respect and support for Catholic Church teaching, mission, and values