

**St. Joseph, Pillar of Families Parish
Church of St. Louis Bertrand**

Job Title: Parish Associate

Location: Church of St. Mary's, Milaca; employed by St. Louis Bertrand

Classification: Non-Exempt

Reports To: Fr. Timothy Gapinski

Employment Type: Part-time

Job Summary: The Parish Associate provides skilled administrative and secretarial support to the pastor, business manager, and pastoral staff. This role ensures the efficient day-to-day operation of the parish office while maintaining the highest levels of confidentiality and professionalism.

Duties and Responsibilities:

- Office and Reception
 - Welcome visitors, answer and screen telephone calls, and direct inquiries to the appropriate staff member or ministry. Monitor incoming parish emails and route to or draft responses for the pastor and staff. Provide resources for individuals and families in need. Manage office supplies, order liturgical/office materials, and coordinate routine maintenance of office equipment
- Communications:
 - Coordinate church and hall reservations for church events, weddings, and meetings.
- Sacramental and Database Management
 - Maintain accurate, confidential, and up-to-date sacramental registers (Baptism, First Communion, Confirmations, Weddings, and Funerals). Prepare and mail sacramental certificates. Update family records, registrations, and contributions.
- Finance and Giving
 - Assist money counters as needed. Enter contributions into the financial software. Maintain online giving and enter contributions. Provide receipts as needed. Prepare and distribute annual contribution statements. Maintain an online list for envelope holders. Maintain envelope orders online. Run payroll, taxes, and W-2's.
- Other duties as assigned.

Job Qualification and Skills:

- Education and Experience: High school diploma or equivalent, an associate's degree in business or a related field is highly desired.
- Technical Skills: Proficiency in Microsoft Office, ability to learn and manage parish database.
- Knowledge, Skills, and Abilities: Outstanding interpersonal and communication skills, a high degree of discretion, and the ability to maintain strict confidentiality regarding parish matters. An understanding of and respect for the parishioners' culture and liturgical practices of the religious denomination. Must pass a criminal background check and complete any required safe environment or safeguarding training.