

**ST THOMAS AQUINAS PARISH
DERRY, NH**

POSITION DESCRIPTION

POSITION TITLE: Office Assistant

FLSA: Non-Exempt

ACCOUNTABILITY: This position reports to the Office Manager and Pastor

STATUS: Part-time

POSITION OVERVIEW

This position will support the parish by assisting the parish office twice a week in clerical work, filing, handling basic parish emails and phone calls, and organizing materials for Faith Formation. This position would be Tuesdays and Thursdays from 10-2 (8-hours/week), beginning on Tuesday January 17, 2023.

ESSENTIAL JOB FUNCTIONS

1. Filing paperwork for Baptisms, Weddings, Funerals, and other parish activities
2. Answering phone calls to the office and directing and processing calls as needed
3. Assisting with answering certain emails to Faith Formation and Sacrament families
4. Assisting with organizing craft materials and other supplies for Faith Formation activities
5. Aiding the Office Manager in tasks that require assistance (photocopying, labeling, etc.)

EXPERIENCE AND SKILL REQUIREMENTS

1. 3 to 5 years' experience as an office assistant / front desk work preferred
2. Experience in working or volunteering at a Catholic parish preferred
3. Good communications skills, verbal and written; good human relations and interpersonal skills
4. Attention to details and organization
5. Ability to maintain confidentiality
6. Ability to work collaboratively in a team environment and individually
7. Ability to successfully pass a background, criminal history, and credit history check

ENVIRONMENT

1. General office – Church basement area, clean, well-lit, environmentally comfortable
2. Minimal exposure to chemicals related to copier equipment and general office solvents
3. Lifting and carrying objects up to ten pounds frequently required, up to 50 pounds occasionally
4. Occasionally required to reach at shoulder level; reaching below shoulder level frequently required
5. Frequent hand manipulation is required in operating equipment; occasional hand manipulation is required in grasping and/or handling materials and objects and/or handling controls
6. Other physical activity (twisting, bending, squatting, crawling, kneeling, climbing) occasionally required
7. Position requires working at desk approximately 2-3 hours day; balance of time divided between standing and walking

