



**Sacred Heart Parish**  
**1111 4<sup>th</sup> Avenue W**  
**Spencer, Iowa 51301**  
**(712) 262-3047**

**Position:** Sacred Heart Parish Office Assistant

**Reports to:** Father Tim Hogan

**Hours:** 20 hours per week

**Wage:** Commensurate with experience

**Job Summary:** Assist Parish staff with general office duties as assigned. Provide excellent customer service to all who call or visit the parish office while maintaining confidentiality as necessary.

**Essential Duties:**

- In conjunction with all other staff members, is responsible for a spirit of hospitality and welcoming atmosphere to all visitors, and school and parish staff.
- Provide assistance to all visitors and other staff members as needed.
- Answer phone in Parish office.
- Prepare Worship Aids for weekend Masses, funerals, weddings and special events.
- Prepare weekly parish bulletin.
- Prepare parish newsletter, including scheduling of volunteers for the Mass ministries each month.
- Assist with general office responsibilities as needed.

**Requirements and Qualifications:**

- Ideally, be an active Catholic and adult member of Sacred Heart Parish with demonstrated belief in the mission of Sacred Heart Church.
- Well versed in Microsoft Office programs and willingness to learn additional programs.
- Be organized, motivated and able to work independently.
- Possess excellent people skills.
- Have good verbal and written communication skills.
- Be able to work collaboratively and cooperatively with others.
- Able to lift 20 lbs.