

**HOLY NAME OF JESUS PARISH
REDLANDS, CA 92373**



**JOB DESCRIPTION
Part-time Data Clerk / Receptionist**

Position Summary

Under the supervision of the Business Manager the part-time Data Clerk is responsible for posting all donations to the parish and school building campaign funds, for the preparation and mailing of billing statements, and for the preparation of reports associated with these funds. Duties will also include covering the front office while the receptionist is on break or on vacation. The hours per week required for this job may fluctuate due to building campaign activity and vacation dates but should average out to 10 hours per week, or approximately 520 hours annually.

Essential Functions

- Posts building campaign pledges and payments to the ParishSoft data base
- Maintains files of all written campaign pledge and donation records
- Prepares and mails all building campaign fund statements (bulk mail service) monthly
- Answers phones and welcomes visitors to the Parish Office
- Provides bilingual support for visitors and callers (English and Spanish)
- Directs visitors and callers to the staff member concerned, or takes a message
- Provides information to visitors or those on the phone regarding the various church ministries or church functions
- Other duties as assigned

Skills & Experience Required

Must have good basic clerical skills and strong computer skills with a high level of confidentiality. Must have or develop extensive knowledge of the Microsoft Office suite, especially of Excel and Access software. Requires high levels of organization and interpersonal skills, especially when assisting parishioners with pledges by telephone. Requires patience with people of diverse levels of education and culture. Pleasant, welcoming personality with a willingness to help a must.

Save Environment Requirements

Candidate must pass a background check and complete VIRTUS safe environment training. On-going monthly bulletins are required.

Physical Requirements

Standing, walking, sitting, hearing, speaking, seeing, reaching, repetitive hand/finger movements, repetitive arm/hand motions. Stamina needed to be able to climb stairs, lift and carry 30+ pounds.