

Bi-Lingual Administrative Assistant

Cathedral of St. Thomas More Parish

Arlington, VA

Base Pay: \$20 to \$25/hour/ Nonexempt

Benefits: Health, Vision, Dental, 403B, Paid Time Off, & Pension

Hours: M, Tu, Th, Fri 9AM-4PM, Wednesday 1:30PM-8:30PM

Administrative

- Fluent Spanish speaker and writer to assist the Spanish speaking community of the Parish. Assist them with their questions in person or over the phone. Topics are usually related to registration, sacramental, or religious education.
- Assist the DFF with religious ed registration with ability to teach classes on Wednesday nights. Prepare materials for religious education programs on Tuesday as well as on Wednesdays.
- Work with the Director of Advancement to produce the weekly English and Spanish Bulletin and coordinate the weekend announcements.
- Picks up, sorts, and distributes mail.
- Provides assistance to parishioners requesting Mass intentions, Mass cards, and provides information about stipends.
- Provides general support and serves as an administrative resource to the rest of the team.
- Provides outstanding customer service to all who contact the parish by any means.
- Other Duties as assigned.

Database Entry

- Maintains/Updates OSV Envelope System. Ensures that parishioner contributions are entered in a timely and accurate manner while maintaining confidentiality. This includes both collection basket contributions and all online payments.
- Data entry for PDS and maintaining the Diocese Maintenance List.
- Updates and Maintains Parish Registration List online as well as Parish filing system.

Qualifications:

- This is a dynamic position that requires the ability to multitask and adapt in a busy office environment with frequent interruptions.
- Must have the ability to communicate effectively in English and Spanish-verbally and in writing.
- Must have experience with data-entry into an electronic database.
- Must have strong data entry skills- alpha and numbers as well as speed.
- Must have great organizational skills.
- Must have strong attention to detail.
- Must have strong customer service and interpersonal skills.
- Must be a person of faith committed to Gospel values. Must understand and support the mission and purpose of the Church and Parish and must value the organization.
- Must be capable of always maintaining confidentiality, under all circumstances.
- Must be VIRTUS compliant.

About the Cathedral of St. Thomas More Parish:

The Cathedral of St. Thomas More is the Cathedral of the Catholic Diocese of Arlington. St. Thomas More is a vibrant multi-cultural parish with over 2,500 parishioners.

The parish of St. Thomas More was founded in 1938. Parishioners attended Mass in what is today the St. Thomas More School gym until the original church was built in 1950, which served as the base for the new cathedral. Mass was celebrated in what is now Burke Hall until 1961 when the new church was built.

The church was raised to the status of a cathedral in 1974 when the Diocese of Arlington was erected. The cathedral is the “Mother Church of the diocese” hosting many diocesan activities and Masses drawing people from around Northern Virginia. Bishop Michael Burbidge celebrates Sunday Mass frequently at the Cathedral.

Please send Resume to stmparishoffice@cathedralstm.org