



JOB DESCRIPTION

Liturgical Ministries Administrative Assistant

Adrian Dominican Sisters

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DEPARTMENT: Department of Liturgical Ministries

REPORTS TO: Liturgical Ministries Coordinator

FLSA: Non-Exempt

GENERAL SUMMARY:

The Liturgical Ministries Administrative Assistant serves under the direction of the Liturgical Ministries Coordinator, providing clerical support to the Department of Liturgical Ministries in a manner that upholds the Mission and Vision of the Adrian Dominican Sisters.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Under the direction of the Liturgical Ministries Coordinator oversees the scheduling and use of campus worship spaces
- Maintains list and schedule of cantors, lectors, altar servers, sacristans and liturgical ministers as recruited by the Liturgical Ministries Coordinator.
- Provides clerical duties to facilitate the successful daily operations of the department. Specific tasks include, but are not limited to: preparing, tracking and filing office records, calendar, licenses, finances, inventories, schedules, resource materials; scheduling Mass intentions, etc.
- Inventories and orders supplies
- Tracks and processes Mass stipends
- Prepares worship aids
- Coordinates the camera operators in chapel and oversees their training and scheduling.
- Responds appropriately to safety hazards and/or emergencies following written campus procedures. Complies with all safety policies and procedures by practicing good safety and health habits while performing duties.
- Performs other duties as assigned

REQUIREMENTS:

Education:

- Associate's Degree or equivalent experience

Experience:

- 1-3 years of experience in an office setting providing administrative support

Knowledge, Skills, and Abilities:

- Excellent organizational and communication skills, both written and verbal
- Familiarity with Roman Catholic liturgies and traditions is a plus
- Ability to discern, learn, and integrate the culture of the Adrian Dominican Sisters.
- Ability to work collaboratively and flexibly with others.

Liturgical Ministries Admin. Assistant

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- Proficiency using Microsoft products (Word, Power Point, Excel, Outlook).
- Ability to maintain confidentiality.

Physical:

- Must be able to sit for long periods of time
- At times, it is necessary to walk from one location to another on campus
- Must be sighted and capable of hearing and communicating
- Part Time

WORKING CONDITIONS:

- Adequate office and workspace, technological support and supplies provided.
- Generally busy area with times of numerous interruptions
- Some flexibility required in work schedule to include weekends and holidays and some evenings.

ACCOUNTABILITY:

- Liturgical Ministries Coordinator

The above statements are intended to describe the general nature and level of work required of this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Liturgical Ministries Admin. Assistant

Supervisor

Date