

Parish Office Administrator

Part Time Position – 1 Year Contract

Halston Street Parish Office – The MACRO Building, Green Street, Dublin 7 &
St Michan’s Church, Halston Street, Dublin 7.

9 Hours per week	15 euro per hour	Wed, Thurs, Fri	10am – 1pm	One Year Contract
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Role Overview

Reporting to the Priest in Charge, the duties of the Parish Office Administrator will include but are not limited to:

Parish registers

- Updating and maintaining the parish registers for baptism and marriage
- Dealing with and responding to requests relating to certificates
- Issue certificates as required

Parish diary

- Liaising with the priests of the parish relating to bookings
- Book Masses and Mass intentions into the diary
- Schedule meetings as required

Sacramental Preparation – Admin Support

- Booking baptisms, funerals and weddings into the parish diary and booking systems
- Maintaining the bookings for First Holy Communion and Confirmation
- Updating the booking spreadsheets and following up on outstanding information
- Liaising with schools, parents and priests as required
- Admin support for liturgical celebrations

Communications

- Produce the weekly parish notices and weekend Mass intentions
- Update the parish website and social media page
- Design and produce posters, leaflets and booklets as needed

General Administration

- Taking phone calls
- Responding to emails
- Welcoming callers to the Parish Office
- Keeping a good filing system both paper and digital
- Order supplies and consumables as required

Finance

- Monthly reconciliation of invoices for the Parish Bookkeeper
- Update the Pastoral Management System as required
- Admin support for the year end audit

Experience and Skills Required

The ideal candidate for this role will have:

Education:

Minimum – Leaving Certificate plus relevant experience and skills training

Essential experience and skills:

- Excellent written and spoken English.
- At least 2 years' experience working in an office admin role.
- Proficient in the use of MS Word, Excel and PowerPoint.
- Experience in creating and producing letters, booklets and posters necessary.
- Strong communications and customer service skills.
- Ability to work on their own as well as part of a wider and diverse team.
- Confidentiality

Training will be provided on:

- Use of the Diocesan Pastoral Management System
- Child Safeguarding
- Governance Code
- Charities Act
- Parish registers
- Parish newsletter
- Sacramental booking systems
- Website
- Parish diary
- Ordering and purchasing
- Invoices

If you are interested in the above role, please send a cover letter briefly stating your motivation for applying for this role as well as an up-to-date CV to parishpriesthalstonstreet@gmail.com – contact: Fr Martin Bennett OFM Cap (Parish Priest)

The closing date for applications is: Friday 26th of March 2022.