

St. Rose of Lima is seeking a bi-lingual (Spanish/English) part-time Administrative Assistant to provide administrative support; especially in the area of liturgy and stewardship. We are looking for an individual who is efficient and comfortable being a member of a team. The individual should be able to multi-task, while maintaining schedules and managing administrative support. The ideal candidate for this job is able to respond to parishioner inquires, be able to resolve issues, be organized, detail oriented and a team member.

**Job Responsibilities** include but are not limited to:

- Enter loose checks from the weekend Masses into the database
- Run data base batch reports
- Prepare all information for weekend liturgies. This includes- the sacramentary, the General Intercessions, Mass intentions, Musician's notes in both English and Spanish.
- Weekly - Set up the various worship spaces for liturgy with the appropriate books, notes, special environments
- Prepare scripts in both English and Spanish
- Work with the Director of Music to have copy ready worship guides. Responsible to copy and collate all seasonal, weekly and special worship guides. Work with volunteer team to collate the guides
- Prepare name tags, signs and certificates for all sacramental and special events
- Prepare and make packets for Monthly Newcomers Session
- Prepare follow up letters to Newcomers
- Compose parishioner letters, certificates and documents in Spanish and English
- Coordinate schedule of weekday and Sunday presiders; find substitutes as needed
- Schedule special Masses
- Aid in recruitment of ministers when needed
- Order liturgical supplies; music; periodicals
- Respond to parishioner inquiries
- Aid volunteers and staff in machine operation and other information
- Order office supplies

**Requirements:**

The schedule will be Monday 9:00 am – 12:00 pm  
Thursday 9:00 am -12:00 pm  
Friday from 12:00 pm -5:00 pm

- Proficient in Microsoft Office Suite, with emphasis on Microsoft Word, Publisher and Excel
- Strong written and oral communications skills in both English & Spanish
- Previous office experience
- Comfortable speaking with people over the telephone or in person
- Self-motivated, trustworthy steward of parish resource
- Able to multi-task while maintaining a focus on details
- Able to work through frequent interruptions

FLSA Status: Non-exempt

This is an hourly position and is not eligible for benefits.

**Physical Requirements:**

Must be able to sit, and stand intermittently throughout workday. There may be intermittent physical activity including bending, reaching, standing, kneeling, and/or stooping. The employee will be required to occasionally lift and/or move up to 30 pounds. Candidate needs to pass Archdiocese of Washington background check.

Please send resume and cover letter to [jobs@strose.com](mailto:jobs@strose.com) . No phone calls.