

## **Secretary of Religious Education**

**Our Lady of Victory National Shrine** has a *part time* opening available for a highly motivated **Secretary of Religious Education** to join our team.

**Summary:** This person is the first contact with our Religious Education office, and must be positive, and enthusiastic. As receptionist, the job will include basic secretarial skills like answering phones, door, greeting and welcoming people who are coming to the office. The Secretarial portion of the job will include working one on one with the DRE, volunteer teachers, managing ministries, assisting with the follow through with activities planned, as well as working with sacramental preparation and parish record keeping of sacraments.

### **Essential Duties and Responsibilities:**

- Collect tuition funds, prepare deposit, and keep appropriate records.
- Setup and maintain both electronic and paper files for all records, correspondences and other important information.
- Maintain Sacramental books and track all student data with appropriate personnel.
- Answer all incoming phone calls providing information to caller or transfer call to proper staff member.
- Arrange and schedule all conferences and reservations related to office personnel.
- Greet all visitors and direct them to proper personnel.
- Compose, type, and distribute meeting minutes, routine correspondences and standard reports.
- Attach proper files to correspondences that require a reply.
- Distribute newsletters, promotional material and any other necessary information.
- Maintain event calendars.
- Conduct information searches using available resources including the internet.
- Order and dispense supplies as needed.
- Participate as a team player with committees while assisting to manage projects.
- Schedule appointments and provide confirmation for the Director.

- Provide information on Orientation to new personnel and volunteers.
- Review and check documents as assigned for proper spelling, grammar and formatting. Suggest revisions to be made.
- Open, close and prepare all classrooms for religious education classes.
- Provide copies of correspondences and other materials as needed.
- Be able to work additional evenings and weekends when needed for sacraments.

**Required Education, Knowledge, Skills and Abilities:**

- Strong communication and interpersonal skills
- Demonstrated skills in confidentiality
- Proven ability to effectively interact with Parents, Colleagues, and Volunteers
- Proficient in Microsoft Office Suite
- Proficient in Basic Office Equipment Operation, ex: copier, fax machine, phone systems
- Understanding of Faith Formation and Parish Office programs, preferred
- Virtues Certified by the Catholic Diocese of Buffalo, mandatory, will be trained

Standard work schedule is Sunday 7:30 am – 11:30 am, Tuesday, Wednesday, Thursday 8:00 am – 1:30 pm

Please send resumes to:

Our Lady of Victory National Shrine

767 Ridge Road

Lackawanna, NY 14218 Attn: Human Resources

Or

Email to [hr@ourladyofvictory.org](mailto:hr@ourladyofvictory.org)