

**Job Description: Administrative Assistant (Part-Time)**

*Our Lady of Victory Church, Marble Cliff*

**Position Overview:**

We are seeking a part-time experienced Administrative Assistant to support the administrative functions of our church. The ideal candidate will have experience managing office duties and communications and be able to handle sensitive matters with complete discretion.

**Key Responsibilities:**

- Assist pastoral staff and volunteers with administrative tasks.
- Assemble the weekly church bulletin.
- Serve as the receptionist for visitors and phone inquiries.
- Run the Parish Database Management System (Parishsoft).
- Update the member census and sacramental records.
- Track and assign Mass Intention requests.
- Prepare weekend Mass announcements, intercessions, and intentions.
- Handle church mailings and order office supplies.
- Maintain a positive relationship with church members, the Diocese of Columbus, office and pastoral staff, parish members, and visitors.

**Qualifications:**

- Experience in managing office duties and communications.
- Proficiency in Office 365 applications.
- Strong organizational and communication skills.
- Ability to work independently and as part of a team.
- Ability to maintain confidentiality and handle sensitive information appropriately.

**Schedule:**

- Monday through Friday, 9:00 AM to 2:00 PM

**Application Process:**

Please submit a cover letter, resume, and references to Our Lady of Victory Parish Office at [office@ourladyofvictory.cc](mailto:office@ourladyofvictory.cc) or contact us at 614-488-2428.