

St. Austin Catholic Parish
Social Justice Ministry
Administrative Assistant

Job Description

St. Austin Catholic Parish is a 108 year old Roman Catholic parish located in the heart of Austin, directly across from the University of Texas. The Administrative Assistant supports the Director of Social Justice Ministries and the parish's social justice programs. This is a part-time, ten (10) hour per week, non-exempt position, perfect for someone who is flexible, organized and passionate about Catholic social teachings and helping others.

The Administrative Assistant in Social Justice Ministries must be available on Thursday mornings for the parish's Outreach to Persons in Need program. This position plays a key role in serving guests from all walks of life that have come to the parish for assistance.

Duties

During Thursday Outreach, the Administrative Assistant:

- Welcomes and ministers to the needs of guests seeking assistance through this ministry.
- Evaluates guests' eligibility for assistance and shares this confidential information effectively with the Director and volunteers.
- Works with volunteers to accurately manage paperwork and budgeting for the week.
- Operates the program's laptop and maintains Word and Excel records for the program, including searching and editing documents and spreadsheets.
- Supports the Director's decisions and communicates policies and procedures accurately to volunteers.
- Assesses processes and discusses suggestions with the Director when appropriate.

The Administrative Assistant also:

- Maintains a volunteer schedule for Social Justice Ministry activities and communicates with volunteers in a professional manner via email and telephone.
- Prepares, duplicates and stocks materials for Social Justice Ministry programs and events for use throughout the parish, including brochures, flyers and bulletin board displays.
- Researches and updates resource documents via Internet searches, phone calls to other agencies and churches, and other means as applicable.
- Organizes and maintains storage of digital documents on a networked server and of paper copies in filing cabinets, including archiving records.
- Verifies program vouchers for payment.
- Reviews and updates Social Justice Ministry web pages using parish's content management system (training provided).
- Collaborates with Director to generate social media and website content that raises awareness of Social Justice concerns.

- Assists with preparation and staffing of occasional events on evenings or weekends.

Knowledge, Skills and Abilities

- Communicating effectively and professionally, both verbally and in writing, with a broad range of people
- Listening to people
- Maintaining emotional control under stress
- Keeping accurate records with attention to detail
- Recognizing needs and taking responsibility to complete projects
- Using a Windows desktop and laptop computer, operating Microsoft Office Suite products, using a telephone, copier and fax machine
- Bilingual in English and Spanish is a plus but not required

All employees in the Diocese of Austin are required to comply with diocesan Ethics & Integrity in Ministry (EIM) policies. After the interview process, a background check is required before an offer of employment will be made. Upon employment, new hires must attend an EIM Workshop within 90 days. More information on EIM is available on the Diocese of Austin website.

To apply, submit cover letter and resume via email to jobs@staustin.org. Please include the job title "SJM Administrative Assistant" as the subject line of your email. No phone calls please.