

**Administrative Assistant – St. Francis Parish
The Province of St. Joseph of the Capuchin Order**

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

The Administrative Assistant will provide effective and confidential administrative, finance and secretarial support to the Parish Priest and to the staff at St. Francis Parish. This position will work in a bilingual (English/Spanish) parish setting to provide hospitality to parishioners, guests and volunteers.

Essential Duties include:

- Demonstrate, exemplify and support The Province of St. Joseph of the Capuchin Order mission, vision and values throughout all professional responsibilities and activities.
- Coordinates and schedules the parish calendar of events and use of the facilities including the gym and Parish Center dining hall
- Orders necessary supplies for the facility
- Monitors and updates the parish website
- With assistance, prepares and monitors Annual Budget
- Prepare for and when requested attend parish committee meetings, i.e. Parish Council, Finance Council, Fish Fry, Golf Outing
- Using accounting software to provide accounts receivable and payable functions for maintaining parish finances
- Prepare and maintain Parish documents and schedules such as weekly bulletin, Order of Worship, parish calendar etc.
- Prepare periodic reports to Archdiocese and others as needed
- Maintain all Parish files including census and sacramental records and update as needed
- Schedule and coordinate liturgical ministries, e.g. priest schedules, musicians
- With others, provide the logistical coordination for Major Parish Events including: Parish Picnic in July, Gospel Music Workshop and Parish Receptions [e.g. after the Parish Feast day]
- Performs secretarial, finance and administrative duties that may be of a sensitive and confidential nature.
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: High School Diploma or equivalent, Minimum 2 years administrative assistant support experience in a similar position, accounts payable experience, knowledge of parish operations and procedures, basic understanding of religious life and various structures and offices in the Roman Catholic Church, experience in accounting software, effective communication, problem solving, interpersonal, Microsoft Office and organizational skills, ability to maintain confidentiality, work a flexible schedule, lift up to 20 pounds and travel locally.

The Review of resumes will begin immediately. Please send resume to: employment@thecapuchins.org
Please include “Administrative Assistant” in the subject line.

Or mail to:
Attention: Human Resources
Administrative Assistant
The Province of St. Joseph of the Capuchin Order
4390 Conner

Detroit, MI 48215