THE PARISH COMMUNITY OF ST. THOMAS OF VILLANOVA

Title: Communications/Administrative Representative
Status: Full-Time (35 hours per week) / Non-Exempt
Reports To: Pastor

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Support

- Provide administrative support to the Pastor, including special projects and general office responsibilities
- Prepare Welcome and Baptism Folders, and related materials for the parish office
- Support Sunday collections by preparing deposits and data sheets
- Maintain the yearly collection counter schedule, send weekly reminders, and assist them with organization and set-up on Monday mornings
- Coordinate printing, stocking, and inventory of parish stationery
- Coordinate ordering and restocking for parish events, kitchen closet inventory, and office supplies
- Organize and fill pamphlet racks in vestibule of Rosemont Chapel and Villanova Church

Staff and Ministry Support

- Provide administrative and technical support to parish staff
- Design, produce, and print parish materials, including certificates, brochures, booklets, flyers, invitations, and other communications, as needed
- Order lunch twice per month for staff meetings
- Assist with planning and set-up for parish functions
- Maintain and update the parish website, Facebook page, Instagram, and all other forms of social media, under the direction of the Pastor and Business Manager
- Design and publish weekly Opti Sign slides
- Produce Constant Contact newsletters twice per month in coordination with staff.
- Maintain Parish Calendars.
- Support parish livestreaming for Rosemont Chapel and Villanova Church
- Fill in for the front desk Administrative Assistant for sick, vacation, and other days off

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Reports To: Pastor

ESSENTIAL DUTIES AND RESPONSIBILITIES

Equipment and Technical Support

- Coordinate troubleshooting and repair of computers and office equipment as needed
- Maintain and set up parish projector, laptop, and Owl equipment for presentations and Zoom meetings
- Provide general support to staff with computer and software issues.

QUALIFICATIONS

- Education: High School Diploma and 2-5 years of related experience.
- Knowledge, Skills, and Abilities:
    - Strong organizational and administrative skills, with attention to detail
    - Ability to manage multiple tasks, prioritize responsibilities, and meet deadlines
    - Strong communication and interpersonal skills
    - Proficiency with Microsoft Office/Workspace tools
    - Experience using Adobe Photoshop, InDesign, and Acrobat
    - Ability to maintain confidentiality and handle sensitive information professionally
    - Ability to work collaboratively with parish staff and volunteers