**Job Description: Youth Ministry Secretary**

**Part Time (20 hours a week)**

**Duties and Responsibilities**

* Works as part of our youth ministry team and invests in the mission of youth ministry.
* Answers telephone with a spirit of hospitality and cordially provides information/assistance.
* Set up classes in ParishSoft prior to school year.
* Keeps constant documentation of attendance through ParishSoft for middle and high school classes.
* Composes routine correspondence and memoranda using word processing software.
  + Including email, certificates, nametags, and booklets.
* Compiles and types statistical reports including tables and text using spreadsheet software.
  + Enter registration and billing in ParishSoft. Update Flocknote with registered families’ emails.
  + Keep track of registrations/retreat payments.
  + Sets up and tracks Confirmation requirements.
  + Set up Confirmation rehearsal and day which includes seat assignment tags, name tags, certificates, and confirmation gift. Update in Ledger and ParishSoft for each teen who has received this sacrament.
* Orders and prepares needed supplies for Middle School and High School Ministry.
* Sets up and maintain database and class registrations using Diocesan software ConnectNow/ParishSOFT (training provided).
* Makes copies, collates and staples materials as requested.
* Establishes and maintains permanent files.
* Assist with fundraising and keeping track of donations.

**Knowledge, Skills and Abilities**

* Knowledge of modern office procedures and methods including telephone communications, office systems, and record keeping.
* Knowledge of modern business communication, including email and web communication, form letters, and reports.
* Ability to use various software packages.
* Ability to establish priorities, work independently, and proceed with objectives without supervision.
* Ability to handle and resolve recurring problems.

**Part time position**

No more than 999 hours in total

Hours vary:

* + Approximately 20 hours per week, during the school year only.
  + As needed for Confirmation interviews, and for Confirmation rehearsal/Mass (may need to put in more hours around Confirmation time), and other evenings.
  + As needed for Registration Weekend in August