

Position Description

Position	Parish Communication Administrator (Part time: 14hrs days negotiable, Thursdays a MUST)	Diocese	Auckland
Parish	St Anne's	Location	Manurewa
Reports to	Parish Operations Manager	Date	August 2020

Job Purpose

The purpose of this role is to maintain the parish directory, database, rosters, calendars, creating the weekly bulletin/newsletter, monitor the notice boards, to ensure effective forms of communications within the Parish community. Provide a friendly pastoral and welcoming service to those contacting the Parish on telephone and in person, making referrals where appropriate. Able to engage and build a good relationship with the parishioners, contractors, the school staff.

Key Tasks:	Expected Results:
<p>Communication</p> <p>Database</p> <ul style="list-style-type: none"> Maintain the directory / database of the Parish up to date <p>Newsletter</p> <ul style="list-style-type: none"> Prepare the parish weekly newsletter and service sheets Creative the bulletin using Canva Uploading and distributing using mail tip <p>Roster coordination</p> <ul style="list-style-type: none"> Compile and distribute rosters <p>Noticeboards</p> <ul style="list-style-type: none"> Maintain and ensure it is kept in good standard, presentable and up to date <p>Parish Calendar including Online Calendar</p> <ul style="list-style-type: none"> Ensure complex rooms booked accordingly 	<ul style="list-style-type: none"> Ensure parish directory is current and up-to-date Weekly newsletter prepared and photocopy required number of copies each week Roster compiled and distributed for:- Collectors Laptop Operators Readers Communion Ministers Manage notice boards and ensure information is current Parish calendar including online, planned and published Ensure adequate stocks of Parish leaflets are available in the Church foyer

<p>Parish Records</p> <ul style="list-style-type: none"> • To Maintain and update the parish database • Maintaining parish records and updating parish registers (baptisms, marriages, deaths, annulments and feast days) • Update and maintain information/enrolment packs or new parishioners <p>Administration/Reception services</p> <ul style="list-style-type: none"> • General administration duties: answering phones, taking enquiries from walk ins, photocopying, printing, 	<ul style="list-style-type: none"> • Parish database always current and up to date • Enter new parishioner enrolments in the parish database • Ensure Parish registers for baptisms and deaths are maintained and up to date • Enrolment packs current and distributed to new parishioners • Provide Parish Priest with details of new parishioners • Follow up requests from Parish Priest re new parishioners eg planned giving and volunteering; pass on details to relevant volunteer coordinator • Prepare the annual “Rome Return” • Collate the November Mass count figures and forward to the Diocese • Ensure parishioners’ information is protected against unauthorised disclosure
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PERSON SPECIFICATION – COMMUNICATIONS ADMINISTRATOR

- Excellent data entry skills
- Friendly telephone manner
- Commitment to providing the highest quality of service
- Excellent written and oral communication skills.
- Strong interpersonal skills
- The capability to prioritise competing time demands and other issues.
- Initiative and drive to recognise and capitalise on opportunities and an appreciation of and commitment to a best practice environment.
- Sound computing skills in the Windows environment, including Word, Publisher, Powerpoint, Wordpress (website) other office packages like canva, infoodle,
- General administration skills
- Initiative and passion for great service



ST. ANNE'S CATHOLIC CHURCH

126 Russell Rd, Manurewa, Auckland 2102
Est. 1947



APPLICATION FORM

NAME:	POSITION: Communications Administrator
ADDRESS:	SUBURB:
PHONE:	EMAIL:
DAYS AVAILABLE TO WORK: (Office days Tuesday to Friday. THURSDAY A MUST)	HOURS AVAILABLE TO WORK: Operating hours (9am to 3pm)
CURRENTLY EMPLOYED? Please provide details	IF YES, NOTICE PERIOD FOR CURRENT EMPLOYEE IF NO, WHEN CAN YOU COMMENCE IF SUCCESSFUL

You must provide 4 references for us to conduct

NAME PHONE RELATIONSHIP	NAME PHONE RELATIONSHIP
NAME PHONE RELATIONSHIP	NAME PHONE RELATIONSHIP

Resume attached? _____

Upon being successful, all Parish employees will be police vetted as per Safeguarding policy with the Catholic Diocese of Auckland, do you agree? _____

Applicant Signature: _____

Date: _____