

Job Title: Part-Time Parish Administrative Assistant to the Director of Faith Formation

Hours: 15 hours per week (flexible, with some consistency preferred)

Location: Holy Family Church, South Pasadena

Reports to: Director of Faith Formation

Job Summary:

Holy Family is seeking a dependable, organized, and mission-minded Administrative Assistant to support the day-to-day operations of Faith Formation and Video ministries. This role is ideal for someone who is service-oriented, flexible, and eager to contribute to the spiritual and communal life of the parish through behind-the-scenes support.

Key Responsibilities:

- Provide general clerical support (answer phones, greet visitors, respond to email and mail inquiries)
- Assist with scheduling meetings and facility usage
- Maintain the video calendar and send reminders
- Maintain records and filing systems (digital and paper)
- Responsible for set and clean-up and preparing materials for ministry meetings
- Prepare graphics for our Video Ministry, upload and archive videos
- Maintain sacramental records and prepare certificates
- Order and organize supplies for the ministries
- Support bookkeeping tasks such as coding invoices or tracking expenses
- Help update the parish website, social media, and calendar (as applicable)
 - Reflection question of the week
 - Mass and other ministry schedules
- Collaborate with volunteers and ministry leaders to ensure smooth communication
- Other duties as assigned to support the Director of Faith Formation

Qualifications:

- Practicing Catholic or respectful of Catholic values and mission

- Compliant with Safeguard the Children Policies and Procedures: Guidelines, Virtus, and LiveScan.
- High school diploma required; college or ministry experience preferred
- Proficient in Microsoft Office and comfortable learning parish software
- Excellent interpersonal, written, and verbal communication skills
- Highly organized with good attention to detail
- Ability to handle confidential information with discretion
- A helpful, team-oriented spirit and a flexible attitude

Work Conditions:

- Weekday office hours (schedule to be coordinated with supervisor)
- Primarily on-site, with occasional remote flexibility depending on tasks
- Must be able to lift 30 pounds and carry 20 pounds
- May involve assisting at parish events occasionally

To apply send:

- A cover letter and resume

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