

PARISH: St. Joseph - Vancouver

TITLE: *Administrative Assistant II - Data Specialist*

REPORTS TO: Pastoral Assistant for Administration

DATE: January 2025

I. POSITION PURPOSE

Manages Parish Database Systems for St. Joseph and the Proto-Cathedral of St. James the Greater. Support staff to all parish campaigns.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Administers the ongoing maintenance and data entry of the Parish Database Systems making changes, additions and deletions as needed.
- B. Posts pledges and contributions to the ParishStaq church management program.
- C. Processes all campaign statements as appropriate. Assists parishioners with inquiries regarding contribution accounts.
- D. Assures composition, review and ordering of all campaign materials.
- E. Processes new parishioner registrations, welcome letters and other materials as necessary.
- F. Performs other duties as assigned.