



JOB DESCRIPTION

Position Title

Parish and School Support Specialist

Status: Part-Time

Department: Parish and School Administration

Reports To: School Office Manager

Position Summary

The Parish and School Support Specialist serves as the welcoming face and first point of contact for parishioners, families, students, visitors, and guests entering the parish and school offices. This position plays a vital role in fostering a warm, organized, professional, and secure environment while providing administrative support to the parish and school staff.

The ideal candidate is a person of faith who possesses a joyful spirit, strong interpersonal skills, excellent organizational abilities, and a commitment to serving others. Through Christian hospitality and attentive service, the Parish and School Support Specialist helps ensure that every interaction reflects the mission and values of the Catholic Church and creates a positive experience for all who enter the parish and school community.

Work Schedule

August – May

- Monday through Friday
- Approximately 7:45 a.m. – 3:30 p.m.

June – July

- Reduced summer schedule, generally 9:00 a.m. – 1:00 p.m.

Work schedules may be adjusted periodically to accommodate parish events, school activities, Holidays, and other ministry needs.

Essential Responsibilities

Hospitality and Reception

- Serve as the primary receptionist and welcome all visitors with warmth, professionalism, and Christian hospitality.
- Answer, screen, and direct incoming telephone calls in a courteous and efficient manner.
- Assist parishioners, parents, students, and visitors by answering questions and connecting them with appropriate staff members.
- Maintain a calm, organized, and inviting front office environment.
- Receive deliveries and assist with managing visitor traffic throughout the day.
- Represent the parish and school positively in all interactions.

Administrative Support

- Provide clerical and administrative support to parish and school staff.
- Process incoming and outgoing mail and deliveries.
- Support parish and school communications, including correspondence, email communications, bulletins, and informational materials.
- Maintain office supplies and assist with routine administrative projects.
- Support parish and school events through registration assistance, preparation of materials, and event coordination.
- Perform other duties as assigned to support parish and school operations.

Campus Coordination and Safety

- Monitor building entrances and visitor activity to help maintain a safe and welcoming environment.
- Assist with visitor check-in procedures and campus access protocols.
- Support student sign-in and sign-out procedures.
- Serve as a communication liaison among parish staff, school personnel, parents, parishioners, and visitors.
- Observe and report safety concerns or unusual circumstances to appropriate personnel.
- Assist in maintaining orderly office operations and adherence to parish and school policies.

Qualifications

Required

- Practicing Catholic who actively supports the mission, teachings, and values of the Catholic Church.
- High school diploma or equivalent.
- Strong interpersonal, verbal, and written communication skills.
- Excellent customer service and hospitality skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks in a busy environment while maintaining a positive

attitude.

- Dependable, punctual, and trustworthy.
- Proficiency with standard office technology, including email, telephone systems, word processing software, copiers, scanners, and related office equipment.

Preferred

- Previous receptionist, administrative assistant, school office, parish office, or customer service experience.
- Familiarity with parish or Catholic school operations.
- Experience working with children, families, volunteers, or church communities.

Desired Qualities

- A genuine love for serving others and extending Christian hospitality.
- A welcoming and compassionate demeanor.
- Strong initiative and attentiveness to the needs of visitors and staff.
- Ability to remain calm, patient, and professional under pressure.
- Flexible and collaborative approach to work.
- Strong sense of responsibility and stewardship.
- Recognition that the front office serves as the public face of the parish and school community.

Physical Requirements and Work Environment

The physical requirements described below are representative of those necessary to successfully perform the essential functions of this position.

Physical Demands

- Ability to sit for extended periods while performing administrative and computer-based tasks
- Ability to stand frequently while greeting visitors and assisting at the reception area.
- Ability to walk throughout parish and school facilities multiple times daily.
- Ability to occasionally bend, stoop, kneel, crouch, reach, and climb a step stool or short ladder to access office supplies or files.
- Ability to frequently use hands and fingers for keyboarding, writing, filing, and operating office equipment.

Vision and Hearing Requirements

- Sufficient visual acuity to read printed materials, computer screens, reports, correspondence, and electronic communications.
- Ability to accurately enter and review data and operate office equipment.

- Sufficient hearing ability to communicate effectively in person and by telephone and to respond appropriately to visitors, students, staff, and emergency situations.

Work Environment

- Primarily performed in a parish and school office setting.
- Frequent interaction with parishioners, parents, students, clergy, faculty, staff, volunteers, and visitors.
- Moderate noise levels typical of an active parish and school environment.
- Occasional attendance at parish, school, or community events may be required.

Reporting Structure

This position reports directly to the School Office Manager.

Application Process

Interested candidates should submit:

- Cover Letter
- Resume
- Professional References

Please email application materials to:

Jenny Hausher, Assistant to the Rector

jhausher@tulsacathedral.com

Email submissions only.