



JOB DESCRIPTION St. Anthony Shrine

Job Title:	Administrative Assistant
Department:	Admin
Reports to:	Special Advisor to the Executive Director
Location:	St. Anthony Shrine 100 Arch Street Boston, MA 02110
FLSA Status:	Full-Time, Non-exempt
Hours:	8:00 a.m. – 4:00 p.m. Monday-Friday
Prepared Date:	May 11, 2022
Approved by:	Fr. Tom Conway, OFM

SUMMARY

St. Anthony Shrine is a *prophetic Franciscan Catholic community welcoming all people through prayer and outreach*. It is the responsibility of the **Admin Assistant** to manage a variety of administrative and ministerial tasks, in accordance with this Mission.

St. Anthony Shrine, the “Church on Arch Street” is a center for Roman Catholic ministries in Boston, MA, staffed by the Franciscan friars of Holy Name Province. The central focus of the Shrine’s ministry has remained constant for more than 70 years: providing a convenient and prayerful setting for people desiring to praise and worship our God – currently through 23 Masses per week, as well as an extensive schedule for the Sacrament of Reconciliation and many outreach and evangelical ministries.

All are welcome. St. Anthony Shrine serves a diverse population in both corporal and spiritual ministries.

PRIMARY DUTIES AND AREAS OF RESPONSIBILITY

1. Work alongside of and support senior leadership in various aspects of Non-profit Management, including: Human Resources, staff support, marketing and PR, general administration, volunteer coordination, communication management, occasional ministry/program-related assistance and additional, special projects not otherwise outlined below.
2. Assist with HR administration, including:
 - a. Coordinate staff trainings; new hire on-boarding, and welcome packets.
 - b. Assist with the organization and upkeep of on-site personnel records
 - c. Assist with benefits enrollments.

3. Manage internal Communications, including but not limited to: Meeting notes, Data collection for “dashboard”, master Google calendar for Shrine, “Welcome Memos” for new Shrine staff; “Important Dates” calendar of events, Phone List, updating “Staff and Friars” page of website, etc.
4. Assist in the quality control of external communications; help ensure the Shrine schedule is accurate across many online resources, work with department directors to keep individual webpages up to date.
5. Monitor social media channels and alert leadership to anything out of the ordinary.
6. Serve as a resource for staff looking to add or update processes to the online repository of Policies and Procedures.
7. Maintain QC on the Staff Intranet (myShrine Portal) by updating current documents.
8. Ensure digital capture of onsite events; catalogue photos in shared online repository, Flickr; and liaise with Director of Social Media and Web Content to ensure continuity of message across media platforms.
9. Oversee the marketing and external communications of the lobby; ensure bulletins, fliers/brochures, posters, door signage, Mass/confession schedule are accurate and well-stocked.
10. Provide back up support in responding to general telephone and email inquiries, including voicemails; transferring constituents to proper person(s) as needed and making referrals to outside agencies, when appropriate.
11. Provide assistance with general office management duties, such as: copy machines, meter/postage machine, mail/packages, supply inventory and procurement, etc.
12. Serve as back-up for the Information Booth as needed, serving as the front-facing person in the Shrine’s **lobby** to sell Shrine merchandise including Mass cards; track and properly allocate all money received at the front desk; and direct people to desired destinations and answer any questions.
13. Assist the Money Count Managers, as needed with: scheduling, communication, room set up and supply maintenance for the weekly bank deposit.
14. Assist with the planning and execution of onsite events as needed.
15. Perform other duties as assigned.

ADDITIONAL RESPONSIBILITIES

In addition to the tasks outlined above, it is a requirement of the Administrative Asst. to:

1. Work cooperatively with all other departments of the Shrine in order to enhance the Shrine’s public image, raise the Shrine’s public profile and encourage donor and volunteer engagement.

2. Contribute to fostering a culture of philanthropy at the Shrine.
3. Work in a collegial manner with staff and friars, in a manner that is consistent with our Franciscan Values in the Workplace, which are: service, humility, peacemaking, contemplation and collegiality.
4. Comply with all St. Anthony Shrine safety rules and procedures.

REQUIRED QUALIFICATIONS

1. Strong customer service skills, verbal and written communication skills, fluent in English
2. An understanding of the Catholic Faith, culture and terminology
3. Ability to greet people warmly, listen respectfully to their needs and effectively address those needs through internal and external resources and referrals
4. Ability to work independently and as part of a team
5. Open and receptive to feedback and coaching
6. Ability to adapt to a fluctuating volume of tasks and flexibility in routine
7. Excellent organizational skills and attention to detail
8. Internet, email, word processing skills required

ADDITIONAL REQUIREMENTS

1. Work well with a diverse group of employees, Friars, volunteers and vendors.
2. Be punctual and able to meet deadlines.
3. Maintain confidentiality.
4. Be flexible and demonstrate sound work ethics.
5. Be respectful, honest, trustworthy and possess cultural awareness/sensitivity.
6. Must be available to work early mornings or late evenings and some holidays, as required.
7. Strong communications and customer service skills.
8. Computer literacy

EDUCATION AND/OR EXPERIENCE

College degree preferred, but not required.
Minimum 2 years in an office environment.

PHYSICAL DEMANDS

The Administrative Associate will spend time sitting in front of a computer, talking on the telephone and moving around the Shrine facilities. Must be able to bend, sit, stand, reach and lift objects up to 20 lbs.

WORK ENVIRONMENT

Professional office environment in a business/residential religious building.
This is a 100% onsite 40 hour per week position.

HOURS

40 Hours per week Monday through Friday; 8:00am-4:00pm. On-site.