

# ADMINISTRATIVE ASSISTANT

## Role Overview:

*St. Mary Catholic School is seeking a versatile Administrative Assistant to join our team. This dynamic role includes providing administrative assistance, supporting classroom operations and participating in school events during some evenings and weekends. We are looking for a proactive individual ready to adapt to diverse responsibilities and contribute to our positive school and church culture who excels in a school environment and possesses strong organizational skills.*

## ➤ Responsibilities:

- Provide administrative support, including document preparation, data entry, and record maintenance.
- Use Microsoft Office Suite and Google Workspace (Docs, Sheets, etc.) to efficiently complete tasks and projects.
- Apply strong computer skills to troubleshoot basic technical issues and enhance office workflows.
- Assist with classroom needs by serving as a substitute teacher when required.
- Participate in daily school operations, including recess supervision and other duties as assigned.
- Attend and assist with some mandatory evening and weekend school events.
- Collaborate with faculty and staff to support school-wide initiatives and engagement efforts.
- Perform clerical duties including filing, data entry, and managing correspondence.
- Provide exceptional customer service by responding to inquiries and resolving issues promptly.
- Operate office equipment, including phone systems, copiers, and fax machines.
- Support the organization of meetings and prepare necessary materials.
- Maintain accurate records and documentation for administrative processes.
- Collaborate with various teachers and staff members to facilitate communication and workflow using FACTS and other communication vehicles used by the school.

## ➤ Qualifications:

- Bilingual in English and Spanish is required.
- Proficiency in Microsoft Office Suite and Google Workspace, with strong overall computer skills.
- Experience in an educational or office setting is preferred.
- Flexibility to adapt to diverse responsibilities and scheduling needs, including evening and weekend events.
- Excellent organizational, communication, and multitasking abilities.
- A collaborative team player who embraces the mission and values of St. Mary Catholic School and Church.
- Strong clerical skills with attention to detail and accuracy.
- Proficient typing skills with the ability to produce documents efficiently.
- Exceptional organizational skills with the ability to prioritize tasks effectively.
- Experience in handling phone systems professionally.



## About Us:

*At St. Mary Parish and School, our vision is Knowing that the seed of living faith can only develop in the fertile soil (Mt 13:8), St. Mary Parish and School commits itself to the enrichment of our parish's soil, so that Mass may matter, Missionary Discipleship may flourish and the warmth of Family may be experienced by all.*

## What We Offer:

- *Competitive salary and benefits package.*
- *A supportive and engaged parish and school community.*
- *Opportunity to make a meaningful impact in a faith-centered environment.*

## How to Apply:

*Please submit your resume and cover letter to the email below with the subject line "Administrative Assitant Application."*

*Applications will be reviewed on a rolling basis until the position is filled. We look forward to finding the right person to join our team and help us continue our mission with excellence.*

*St. Mary Catholic Church and School is an equal opportunity employer.*

630-552-3448  
stm@saintmaryplano.com  
saintmaryplano.com  
901 N. Center St., Plano, IL 60545