

Cursillo Office

Job Description

Job Title: Office Manager /Administrative assistant
status: Part-Time
FLSA: Non-Exempt
Reports to: Cursillo Spiritual Director
Revised: June 7, 2021

Summary of position

This is a paid position, therefore categorized as an employee rather than an appointed role in the movement.

The office manager/administrative assistant is responsible to the Cursillo Spiritual Director and Executive Committee when approved by the Cursillo Spiritual Director.

Duties and Responsibilities

Daily

- check phone messages and return all calls in a timely manner
- check emails in return all email correspondence in a timely manner
- open and distribute all mail
- answer all phone calls
- check Cursillo message board for names of all deceased Cursillistas and prayer request for inclusion in monthly newsletter
- check website for proper content and sent changes as needed to the Webmaster
- clean and maintain office as time allows

As Needed

- print checks for invoices received and record in QuickBooks
- input all financial data into PDS system for annual donation appeal, memorial donations, in kind donations, gifts of money, etc. and monitor WE SHARE donations
- mail corresponding thank you letters to all donors
- send letters to recipient notifying them of memorial donations
- prepare deposit and take to bank - enter into QuickBooks
- enter, update, and maintain Cursillistas information into PDS and/or REALM
- send out email correspondence to all diocesan counties through ICONTACT when needed or requested

- support all county coordinators and committee leaders with requested reports
- maintain office inventory of supplies and order as needed
- filing (candidate and team information, talks, newsletters, bank statements, deposits, paid vendor invoices, payroll reporting, copies of correspondence, etc.
- record debit card purchases in QuickBooks
- create and maintain instruction book for office manager
- prepare and maintain reports/spreadsheets as requested or needed
- dust/vacuum/clean office and supply room
- maintain policies and procedures manual
- maintain excel spreadsheets and team applications of potential team members
- send out information electronically as needed
- other jobs as assigned by the Cursillo spiritual director or executive committee member as approved by the Cursillo spiritual director

Monthly

- assemble newsletter by getting pertinent information and articles from spiritual director, president, Webmaster and any other source as needed
- once newsletter is ready to be sent out:
 - run PDS report of family address and send to printing vendor
 - run PDS report of member email addresses in sent to Newsletter production Coordinator.
- print newsletter and file electronically and in a binder
- reconcile bank statements
- send out, electronically or by mail, a six month follow up letter to new Cursillistas
- pull supplies from inventory in box up for transport to Cursillo site as needed
- prepare a checklist of supplies sent to Cursillo site
- process all inventory and non-inventory items returned from Cursillo site
- process receipts/bills/cash received from Cursillo weekends and Ultreyas
- make copies and stuff graduation envelopes for Cursillo weekend
- go through Palanca return to office to remove perishables and recycle Palanca back to OLM
- coordinate with linen service coordinator for cleaning of linens for weekends
- make calls to sponsors for verification of candidates making the next Cursillo

Preparing for Cursillo weekend

- get team names approximately 12 weeks before their Cursillo and type it up to include position, name, address, email address, telephone numbers (both home and cell) and the talk they may be asked to give
- send completed team list to Rector, Assistant Rector, Chief Ward, Spiritual Director, President, Vice President, and all men/women advisors

- email talks to professors immediately upon receipt of completed Cursillo team data. Talks must be returned to the office two weeks prior to the second team meeting
- send talks to spiritual director for approval and wait for them to be returned to the office and professor
- call sponsors of candidates who are no shows to check on their status for the next available weekend
- mail acceptance letters out to candidates and sponsors four weeks prior to weekend
- type up alpha list
- post undated candidate list to the message board as received and posts completed updated list the Tuesday before Cursillo
- assist Cursillo spiritual director to create table seating arrangements for weekend candidates
- preparing type tentative table list at least one week prior to weekend and update as needed
- type the final listing of candidates, team, and table lists, and forward to the Cursillo site.
- bag any Palanca that may have come in
- put together for the rector: 2A lists with bed assignments for check in, team list, and table list
- send team list and table list to assistant rector, chief warden (needs 6 table lists), Saturday night dinner coordinator, holy hour coordinator, and kitchen coordinator
- pick up team and alpha list with any corrections On Thursday night, make corrections, and make enough copies of each for the Cursillo candidates and team. Send out to the site with Palanca. Make one copy for the office.
- prepare bed floor plan for setting up the cots and special beds
- notify kitchen coordinator of any special diet needs

Semi-annually

- attend secretariate meetings
 - email copies of reports to all members and provide hard copies to those without email access
 - take meeting minutes in the absence of the recording secretary of the secretariat
 - prepare minutes for publication when received from the recording secretary
 - forward minutes to website coordinator for posting to website
- attend finance board meetings
 - take meeting minutes in the absence of the recording secretary of the finance council
 - prepare minutes for publication by email and archive electronically

Annually

- send out year-end tax statements and 1099's as necessary
- update Erie County parish coordinators list
- assist annual fund drive coordinator
- send out letter to recruit secretariate and committee positions for the following year (Aug-Sept. begin)
- send out letters to recruit lay leaders for the weekends. (Goal is same time frame as secretariat)

Qualifications

Education and Experience

High school degree: additional qualification as personal assistant recommended, additional business or computer skills a plus.

Entry level to 3 years' experience in an office setting or equivalent experience.

Must be a Roman Catholic in good standing with the church and receive verification from Parish Priest.

Ability to adjust work time to accomplish necessary tasks when major events are being planned at the same time in three different departments.

Be a person of integrity, discretion, and confidentiality.

Safe environment screening of personnel

The Cursillo Office requires all affiliated agency personnel including any individual who works in the Cursillo Office to complete the PA State Police criminal record check, the PA Department of Human Services Child Abuse History Certification and the Federal Criminal History Record Information - FBI report.

Physical Requirements

In addition to the creative and technology skills described above, this position requires the ability to set up and operate desktop computer devices, digital and visual equipment; bending, reaching, filing; occasional lifting of office products of up to 20 pounds.

