



St. Francis of Assisi, Frisco, Texas

PASTORAL CENTER		JOB DESCRIPTION	
<u>Position/Title:</u> Campaign Administrative and Database Assistant St. Francis of Assisi Catholic Church, Frisco, Texas		<u>Department:</u> Finance	
<u>Reports To:</u> Finance Director		<u>Date:</u> 4/14/2025	
<u>FLSA Status:</u> Non exempt		Part Time	

General Summary of the Position

St. Francis of Assisi Parish is looking for a hard-working, solutions-orientated, and passionate individual to serve as an administrative assistant for the finance department. The main objective of this role is to assist in sorting, processing, inputting, and reporting financial information into the parish database. This position also includes assistance in organizing and performing upkeep of the data within the existing database to ensure quality and accuracy while ensuring parishioner data is stored and used in a confidential and compliant manner. Another main component of this role includes merging, printing and mailing in bulk. The ideal candidate is self-motivated, strives for superior “customer” (parishioner/volunteer) service, innovative, and able to perform key tasks independently in a timely manner. The Campaign Administrative and Database Assistant understands how to deal with private, sensitive information and use discretion at all times.

The ideal candidate has a servant’s heart, is passionate about their Catholic faith and being a disciple of Jesus Christ. He or she is extremely organized and good at managing multiple projects with volunteers and staff. In addition, the ideal candidate is excellent in Microsoft Excel and understands efficient methods of mail merging.

Essential Duties and Responsibilities of the Position

Overall:

- This position includes sorting and inputting pledge cards for the I Am With You Always capital campaign in the primary financial database.
- This position also includes assistance in organizing and performing upkeep of the data within the database to ensure quality, accuracy, confidentiality, and compliance.
- This position will work with Finance Director and others to determine criteria and process for deleting or making parishioner “inactive.”



- Attention to detail when transferring information into the online platform, especially for data such as address and communication updates .
- This position **requires** a strong understanding of Microsoft Office including but not limited to Microsoft Word and Microsoft Excel.
- This position understands the need for data privacy and security and keeps parishioner data confidential.
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- This position includes running reports of parishioner giving history in order to merge large mailings.
- Responsible for any year-end giving effort by pulling data, working with Senior Director of Operations, Communications Team, to develop and execute projects.
- Works with Pastor, Finance Director, Senior Director of Operations for any ad hoc data reports needed.
- Included managing small projects such as annual Christmas cards and Year-End appeals (if applicable), and thank you notes for all donors to the *I Am With You Always Capital Campaign*.
- In addition, this position requires ordering of the cards, securing and formatting/printing the
- This position requires collaboration and excellent communication with the Finance and Business Director, the Bookkeeper, Director of Strategic Initiatives IT Specialist and Senior Director of Operations.
- Monitor and follow up with delinquent pledges by reaching out (phone call, emails, etc.) to parishioners to request fulfillment of pledges.
- Prepare and update giving reports on a monthly or as needed-basis.
- Post Office deliveries/Shipping Store as needed.
- Other duties as assigned.

Position Requirements

Knowledge, Skills and Abilities:

- Must possess a servant-leadership mindset.
- Must understand the concept of being “customer” (“parishioner”) driven and orientated.
- Must maintain a positive, upbeat, self-starting, solutions-centered, can-do attitude.
- Must be adept at problem solving.
- Advanced MS Office experience, including Outlook, Word, PowerPoint, Excel; Apple (iOS) platform experience essential.
- Must be adaptable to change quickly and be a very flexible team player.
- Must understand the importance of the parishioners and the community served by St. Francis of Assisi.
- Must be able to thrive with minimal supervision.
- Must have the ability to listen carefully and take direction well.
- Ability to manage time and prioritize accordingly.
- Must be a Catholic in good standing.



- Must have excellent organization skills.
- Must have excellent written and oral communications skills.
- Must support the vision and strategic direction of the Pastor.

Education and Experience:

- Bilingual (English and Spanish) strongly desired.
- High school diploma/GED required.
- Minimum 2 years of experience with Microsoft Excel.