

Our Lady of Lourdes Parish, West Orange

POSITION/ JOB DESCRIPTION

Position: Property Operations Coordinator
Reports To: Pastor
Classification: Non-Exempt

Job Posting - Part-Time Administrative & Property Operations Coordinator

Our Lady of Lourdes Parish
Part-Time | 12-18 hours per week | Non-Benefited

Our Lady of Lourdes Parish is seeking a reliable, organized, and adaptable **Part-Time Property Operations Coordinator** to support parish office operations and assist with coordination of facilities and vendor management.

This position is ideal for someone with prior administrative, executive assistant, or property coordination experience who enjoys variety in their work, is comfortable handling confidential information, and can work independently in a collaborative parish environment.

Key Responsibilities

Administrative & Office Support

- Provide general administrative support to the parish office
- Monitor and route messages from the parish answering service (ASD app) in coordination with other staff
- Assist with office communications and follow-up as needed
- Support data entry and record maintenance

Financial & Data Entry Support

- Enter parish collection envelope data (approximately 100 envelopes per collection, 2-3 collections per week)
- Use the ParishSoft database system (training provided)
- Assist with accurate recordkeeping and timely processing of information

Property & Facilities Coordination

- Coordinate with vendors and contractors for repairs, maintenance, and inspections
- Schedule service calls and meet vendors on-site as needed

- Conduct basic walkthroughs of parish buildings to identify maintenance needs
- Track issues and provide status updates to parish leadership
- Provide limited flexibility for occasional early morning, evening, or Saturday access when required (infrequent)

Communication & Technology

- Use parish-approved apps on a personal smartphone (e.g., answering service app) for work-related communication
- Communicate with vendors via text or email while maintaining professional boundaries
- Forward relevant text messages to email and document updates for office records

Language & Community Support (Preferred)

- Ability to communicate in both English and Spanish is highly valued. Job does not require fluency in Spanish but could require sending **bilingual (English/Spanish)** reminders and announcements using **email templates, Google Translate, or AI tools**.

Qualifications

- Prior experience as an administrative assistant, executive assistant, office manager, or similar role preferred
- Strong organizational, communication, and follow-up skills
- Comfortable with basic computer applications (databases, spreadsheets, word processing)
- Ability to manage multiple tasks with discretion and confidentiality
- Physically able to move throughout a multi-building campus and meet vendors on-site
- Reliable, trustworthy, and able to work independently

Compensation

- **Hourly rate:** \$18–\$20 per hour, commensurate with experience
- Part-time, non-benefited position

Work Environment This role supports a Catholic parish community and involves collaboration with clergy, staff, volunteers, and outside vendors. Professionalism, discretion, and a service-oriented mindset are essential.

Interested candidates are invited to submit a brief resume and email and/or letter of interest to: fatherjimferry@lourdeswestorange.org