

# ST LEO PARISH

## A Jesuit Parish

710 S. 13th St.  
Tacoma, WA 98405  
Phone: 253-272-5136

### St. Leo Parish Jobs:

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*For the greater glory of God*

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PARISH: St. Leo Parish

POSITION TITLE: Pastoral Assistant for  
Music

NAME:

REPORTS TO: Priest Administrator

DATE:

GRADE: Z1- ( ) part-time Hourly

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## **I. POSITION PURPOSE**

Provides quality liturgical music for parish liturgies and other designated celebrations in collaboration with the pastoral leader, liturgy commission and liturgical ministry leads.

## **II. MAJOR DUTIES AND RESPONSIBILITIES**

1. Collaborates with the Pastoral Leader, staff, and consultative bodies in implementing the mission of the parish.
2. Assists Priests in developing music programs which respond to the parish worship and prayer needs. Assures that the Music Lead for a service is prepared to provide quality music in collaboration with the presider. Assists in the planning, development, implementation and evaluation of both the Eucharist and sacramental celebrations of the parish.
3. Assures that appropriate and quality music is provided for parish liturgies. Selects music and recruits and schedules musicians for all Sunday and other major parish liturgies celebrations.
4. Directs the choir (s) of the parish. Recruits, trains, and supports parish ministers of music (Music Leads), including the Cantor/leaders of song, choral groups, and instrumental ensembles. Schedules practices and assures that accompanists and music are available.
5. Selects and develops participation aids for the assembly to encourage full, active, and conscious participation through singing.
6. Serves as staff representative to the Liturgy Commission. Works with the Chairperson to refine agenda, attend meetings and complete work as requested by the Priest Administrator in coordination with the Parochial Vicar.
7. Provides assistance to parishioners needing music for weddings and funerals. Develops and maintains resource list for organists, soloists, and other musicians available to perform at these functions.
8. Assures Parish music instruments are properly cared for and maintained (church Piano, Bichsel Hall Piano, percussion instruments, organ, keyboards, and others).
9. Logs music used to "One License" to assist Regional-PAA in ensuring appropriate copyright permissions, use fees and licenses have been obtained for all material used in the music program.

### III DESIRED QUALIFICATIONS

1. A Catholic rooted in an open-minded spirituality and active membership in a Catholic community.
2. Commitment to his/her own spiritual growth relying on the gifts from the parish community's own commitments to Ignatian Spirituality, Catholic Social Teaching, service to the poor, and ongoing liturgy and music integration.
3. Experience or education that demonstrates a sound knowledge of Catholic faith and spirituality and the ability to share that faith and spirituality with the parish community through liturgy and music.
4. Experience working or volunteering in music and liturgy with children, youth and adults.
5. Experience in recruiting, orienting, training, and supporting volunteers.
6. Strong verbal and written communication skills and proficiency in ethical and educational use of social media.
7. Ability to communicate in Spanish at a basic level is desirable.
8. Ability to solve problems, make sound decisions, and organize events.
9. Part-time

Link to Apply:

[Pastoral Assistant Music \(paycomonline.net\)](https://paycomonline.net)

PARISH: St. Leo Parish

TITLE: Administrative Assistant II

NAME:

REPORTS TO: R-PAA

DATE:

GRADE: Administrative Assistant II

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## I. POSITION PURPOSE

The purpose of this position is to provide administrative assistance as defined below. This position is supervised by the Regional-Pastoral Assistant for Administration (R-PAA)

### II. Essential Duties and Responsibilities:

- Collaborate with the pastoral staff to implement the mission of the parish.
  - Participate in weekly staff meetings and provide minutes summarizing outcomes and decisions.
  - Design and produce parish-wide publications and worship aids i.e., Stewardship Booklet, 5 Year Plan, orders of service, etc.
  - Gathers, compiles information and produces the Annual Report.
  - Assists in planning, preparation, and presentation at annual parish leadership meeting.
- Provides information technology support.
  - Maintains the content and graphics for entity websites and their peripheral components (calendar, podcasts, links, Constant Contact, and social media) for St. Leo, Sacred Heart, and the St. Leo Food Connection.
  - Serves as liaison between social media followers and the parish.
  - Produces the weekly bulletin
    - Receive and organize Content communications
    - Layout, proof, print, organize assembly, and post to website
  - Utilizes approved resources to assist with operation of telephone system, on campus computers, network equipment, electronic door access, and other systems.
  - Manages the Parish Data Systems Software and trains staff as needed in its use regarding their ministries.
  - Develops spreadsheets and creates forms as needed.
  - Participates in the evaluation of office equipment and technology, supervises the upgrade/ installation of new systems.
- Teams-up key staff members.
  - Supports grant writing efforts as required by supervisor.
  - Partakes in the creation of diverse parish campaigns as needed.
  - Responsible to produce visual communication printed materials.

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- Produces graphic materials needed for the maintenance of all visual communication outlets.
- Pastoral administrative assistant.
  - Provides orientation notebooks for Pastoral Council.
  - Prints letters, bulk mailings, labels, and any other printed materials needed.
  - Creates and maintains donor database(s) and captures first-time registration into the parish database.
  - Produces and mails welcome package to new registrants.
  - Works with the PA for Music in the production printed materials as needed.
  - Key participant in the creation of maintenance plan.
  - Enters information and maintains maintenance logs according to maintenance plan.
  - Monitors the proper inventory of office supplies and equipment with vendors and reorders.
- Provides administrative support to Pastoral Assistant for Administration (PAA).
  - Acts as “back-up” in the weekly counting of collections
  - Supports event coordinator and custodian as required.
- Trains and coordinates new personnel and volunteers as needed for parish administrative projects.
- Other duties and responsibilities as assigned.

## **II Qualifications**

- A Christian rooted in an open-minded spirituality and active membership in the community.
- Commitment to her/his own spiritual growth relying on the gifts from the parish community’s own commitments to Ignatian Spirituality, catholic social teaching, and service to the poor.
- Minimum High School Diploma, Associates or bachelor’s degree preferred.
- Must maintain proficiency in Microsoft Office, the parishioner management system and any other hardware or software required to perform the duties of the position
- Prior in-office administrative support experience preferred
- Archdiocese of Seattle Safe Environment Training and a clear background check required

Link to Apply:

[Admin Assistant 2 \(paycomonline.net\)](https://paycomonline.net)

PARISH: St. Leo Food Connection TITLE: Children's Summer Meals Associate  
(Administrative Assistant Level I)

NAME REPORTS TO:

DATE: GRADE:

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Assist in Food production and delivery of nutritious lunches for students in Tacoma and Clover Park school districts.

**I. POSITION PURPOSE**

Provides food preparation and delivery support to the supervisor.

**II. MAJOR DUTIES AND RESPONSIBILITIES**

- A. Pack meals into coolers for cargo vans, drive in a team to sites throughout Tacoma and Lakewood
- B. Unload and unpack leftover meals, clean up, and prep food for next day as needed.
- C. Must be able to lift 30 pounds.
- D. Must consistently demonstrate respectful, friendly demeanor.
- E. Must have the ability to maintain working relationships with children, parents, and staff.
- F. Prefer Washington State Driver's License and ability to drive vans. (not required)
- E. Available for scheduled work Monday-Friday 9:00 am-3:00 pm

**III Secondary Duties**

- A. Performs other duties as assigned.
  - Dates: June 24 – August 26
  - Compensation \$15.00/hr. WA. State Worker Compensation Coverage (No other Benefits)

Link to Apply:

[Admin Assistant 1, Summer Meals Associate -Food Bank \(paycomonline.net\)](http://paycomonline.net)

PARISH: St. Leo Food Connection TITLE: Summer Meals Driver  
(Administrative Assistant Level I)

NAME REPORTS TO: Director Operations Food Connect.

DATE: GRADE:

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Drives vans for food transport to sites and assists in food production and delivery of nutritious lunches for students in Tacoma and Clover Park school districts.

### **I. POSITION PURPOSE**

Drives vans for food delivery and supports food preparation to the supervisor.

### **II. MAJOR DUTIES AND RESPONSIBILITIES**

- A. Drive cargo vans for delivery of nutritious lunches to students at sites in Tacoma and Clover Park school districts.
- B. Assist with packing meals into coolers for cargo vans, drive in a team to sites throughout Tacoma and Lakewood
- C. Assist serving meals with site coordinators, or individual children, evaluating and tracking meals on OSPI forms.
- D. Bring back leftover meals, clean up, and prep food for next day as needed.
- E. Must be able to lift 30 pounds.
- F. Must consistently demonstrate respectful, friendly demeanor.
- G. Ability to maintain working relationships with children, parents, and staff required.
- H. Requires valid Driver's License and ability to drive vans.
- I. Must be 21 years of age and provide other documentation consistent with HR 16 of the Parish Human Resource Manual of the Archdiocese of Seattle to qualify as a driver.
- E. Available for scheduled work Monday-Friday 10:00 am-3:00 pm

### **III Secondary Duties**

- A. Performs other duties as assigned.  
Dates: June 24 – August 26
  - Compensation \$15.00/hr. WA. State Worker Compensation Coverage, and Tacoma Sick Leave (No other Benefits)

Apply:

[Admin Assistant 1, Summer Meals Driver -Food Bank \(paycomonline.net\)](#)