

DIOCESE OF SYRACUSE

JOB DESCRIPTION

JOB TITLE: Administrative Assistant

Exempt: No
Employee Name:

Supervisor: Eileen Ziobrowski

SUMMARY: This position shall be responsible for providing clerical and administrative support to the Permanent Diaconate Formation Office and Formation for Lay Ministry.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Process and maintain records of authorized departmental invoices and expenses
- Liaise between Director and Regional Representatives and Executive Committee members.
- Manage in a timely manner interpersonal communications between Director and internal (chancery, parish, and community) and external parties.
- Covers at front desk one hour a week or as needed and if available for vacations.

Permanent Diaconate Formation Office

- Prepare and mail student and instructor packets for the formation students' Summer Institute and Orientation (items provided by the Director).
- Coordinate, compile and track receipt of confidential application documents.
- Duplicate and distribute applicants' files to Deacon Formation Committee.
- Manage correspondence between Director and applicants and outside professional services during application process.
- Attend and keep minutes of formation committee meetings.
- Assist with ordering of textbooks and class materials.

Formation for Lay Ministry

- Maintain database, online, and paper records for Formation for Ministry (FFM) candidates, Commissioned Lay Ministers and adult faith formation participants.
- Accept and maintain course, retreat, workshop and information session registration documents; processing of enduring support material as needed.
- Arrange meeting locations, materials, hospitality for on site events.
- Order and distribute textbooks and track inventory.
- Manage course materials and records, communicate with instructors and students.
- Track candidate tuition payments and prepare billing for parish invoicing.
- Prepare promotional materials and communications as needed.

QUALIFICATION REQUIREMENTS:

Excellent interpersonal skills. Strong computer knowledge and experience with Excel, Access, and Word; ability to work independently and as a team, able to multi task and set priorities. Well organized, possess excellent written and verbal communication skills, and must be able to maintain confidential information.

Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position.

EDUCATION AND/OR EXPERIENCE:

Associate degree or secretarial certificate preferred with three to five years office experience.

APPROVED: _____

Employee

Date

Supervisor

Date