

Job Description

Job Title: Administrative Assistant

Exempt: No

Supervisor: Danielle Cummings
Chancellor/Director of
Communications

Employee Name:

Summary: This position provides administrative support to the offices of the Vicar General, Vicar of Religious and Synodal Planning, Chancellor/Director of Communications and Facilities. The position is also back up to the mailroom/front desk.

Essential Duties and Responsibilities: Includes the following and/or other duties as assigned.

Vicar General:

- Coordinate Presbyteral Council Meetings (Quarterly)
- Organizes monthly administrative meetings.
- Facilitates any documents (ATP's, resolutions) requiring approvals/signature.
- Annual Report to Rome
- Annual Committee Meetings (typically in December)
- Maintain and process yearly Trustee Nominations for every parish.
- Kenedy Directory
- Yearly Vital Statistics database
- Trustee Resolutions

Vicar of Religious and Synodal Planning:

- Coordinates religious retirement fund.
- Maintain mailing lists for all orders.

Chancellor/Director of Communications:

- Process and maintain records of authorized departmental invoices and expenses [ATPs] for Communications & Catholic TV invoices
- Maintain Official Catholic Directory [OCD] reports by collecting Sacramental statistics from all parishes – yearly report in September.

Director of Facilities:

- Acts as the parish resolutions control point and maintains files.
- Completes project list timesheets and summaries.
- Summits expense reports on behalf of facilities team

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed above are representative of the knowledge, skill, and/or ability required. 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 and at least 5 years of administrative assistant experience preferred. Knowledge and understanding of the Catholic Church.

OTHER SKILLS AND ABILITIES: Excellent typing skills; Excellent interpersonal skills; Strong computer knowledge; Experience with Microsoft Excel, Word, and Access; the ability to work independently and as a team, ability to multi-task, set priorities, and manage time; well organized; possesses excellent written and verbal communication skills; Has the ability to edit documents prior to final preparations; Has the ability to work within deadlines and completion dates; and, must be able to maintain confidentiality. Ability to transcribe documents from digital recorder.

Approved: _____
Employee Date

Supervisor Date