ANNOUNCEMENT OF POSITION AVAILABILITY

POSITION TITLE: Secretary, Pastoral Outreach Office

DEPARTMENT: Pastoral Ministries Division

DUTIES & RESPONSIBILITIES: Perform assigned secretarial and clerical functions for the Director of the Pastoral Outreach Office. Conscious that the secretary is often the first contact with the office directly, by telephone, or through written correspondence, the secretary is to be gracious, courteous, efficient, and confidential in all dealings and situations.

QUALIFICATIONS:

A. Education/Work Experience/Skills and Personal Requirements
   - High School graduate with at least one year of post-secondary schooling
   - Bilingual and/or ASL knowledge desired
   - Practicing Roman Catholic
   - Two years of clerical and secretarial experience
   - Computer literate, facility with MS Outlook and all programs of the latest version of Microsoft Office Professional including Microsoft Publisher
   - Experience in designing flyers and brochures
   - Type 40 wpm
   - 10 key by sight
   - Knowledge of basic grammar, spelling and punctuation.
   - Facility with detail work
   - Proven written and verbal communication skills
   - Dependability and punctuality
   - Demonstrated sensitivity to a multicultural church
   - Flexibility and openness to change
   - Ability to work well with staff and supervisors

SPECIFIC DUTIES:

1. In work situation and dealings with co-workers and public, adhere to the Mission Statement of the Catholic Center and follow policies and procedures of the Archdiocese, Catholic Center, and Pastoral Ministries Division.
2. Establish and update mailing lists and workgroups in ParishSoft for volunteers in various outreach ministries and manage mailings and e-mailings on a regular basis.
3. Make arrangements and manage registrations for workshops, training events, meetings and Appreciation dinners offered by the Pastoral Outreach office.
4. Collate evaluations of events sponsored by the Office of Pastoral Outreach.
5. Duplicate, collate, and organize materials for mailings, meetings, and workshops.
6. Review office materials, make recommendations for purchase and place orders for materials and office supplies.
7. Prepare newsletters for Detention and Deaf Ministries and arrange for copying and mailing.
8. Maintain the online calendar of events and webpage for the Pastoral Outreach Ministries.
9. In the absence of the Director, retrieve messages from voice mail and respond as appropriate.
10. In the absence of the Director, contact a priest to administer Sacraments in emergency situations at hospitals.
11. Prepare memos, return phone calls, send faxes, and write letters and articles as requested by the director.
12. Inventory Control – maintain and oversee the inventory for the Office of Pastoral Outreach.
13. May be called upon, at the discretion of the immediate supervisor, to perform comparable duties of a similar or related nature or to assist in other areas where the Catholic Center needs require.

PAY STEP: $16.40 per hour, 25 hours per week, pro-rated benefits package.
CONTACT: HR Director, 505-831-8130 or email at csalcido@asfm.org
POSTING DATE: October 20, 2023
CLOSING DATE: Open until filled.