

**ARCHDIOCESE OF SANTA FE
4000 ST. JOSEPH'S PLACE N.W.
ALBUQUERQUE, NM 87120**

ANNOUNCEMENT OF POSITION AVAILABILITY

POSITION TITLE: Administrative Assistant, Office of Social Justice and Respect Life
DIVISION: Pastoral Ministries
WORK CONDITIONS: Normal office environment; lifting of light office equipment and materials, not to exceed 35 lbs.

MAJOR FUNCTIONS AND RESPONSIBILITIES:

The Administrative Assistant is responsible for carrying out the ordinary assigned duties of an administrative assistant and performs specific responsibilities as designated by the Director. Conscious that the administrative assistant is often the first contact with the office directly, by telephone, or through written correspondence, the administrative assistant is to be professional, gracious, courteous, efficient and confidential in all dealings and situations.

EDUCATION/WORK EXPERIENCE/SKILLS AND PERSONAL REQUIREMENTS

- Associate Degree in business/administration or equivalent
- Solid praxis in theology and Roman Catholic traditions
- Three years' secretarial experience with administrative duties
- Bilingual preferred; ability to speak, read, write Spanish, ability to translate and interpret conversation
- Proficiency with MS Office; Outlook, Excel, Publisher, Power Point, proficiency with Quicken
- Type 60 wpm
- Knowledge of standard office procedures; ability to operate office equipment
- Evidence of ability to coordinate, schedule, follow through and carry out assignments accurately and with minimal supervision
- Proven written and verbal communications skills, ability to read, analyze and accurately interpret data
- Ability to create correspondence, reports, spreadsheets, and summaries
- Ability to use and maintain social media for Office
- Dependability and punctuality
- Ability to work well with staff and supervisors
- Understanding of the various aspects of ministry and cultural diversity evidenced in the Archdiocese of Santa Fe; basic knowledge of Catholic social teaching
- Flexibility and openness to change

SPECIFIC DUTIES:

1. In work situations and dealing with co-workers and the public, adheres to the Mission Statement of the Pastoral Center and follow policies and procedures of the Archdiocese, Pastoral Center, and the Pastoral Ministries Division.
2. Perform all the ordinary and expected responsibilities of the Director's administrative assistant utilizing personal and technical skills.
3. Prepare, respond to, organize, distribute, and file correspondence, minutes, memos, reports, statistics and other materials related to the operation of the office.
4. Answer incoming calls, take messages, follow up as necessary.
5. Keep and update records, forms and information dealing with the Social Justice and Respect Life Office and associated ministries.
6. Maintains inventory of needed supplies and keeps office and supplies in good order.

7. Maintain Outlook calendar, updates contacts and coordinates activities related to all Office sponsored events, meetings, including registration, payments, confirmations, and follow-ups. Schedules meetings as needed for the Office of 'Social Justice and Respect Life and its associated ministries.
8. Arranges for meeting space, making sure the space is properly prepared and equipped. Takes full responsibility for the details of hospitality for these events including food and set up.
9. Maintains the office resource library, cataloguing, developing check-out system for all resource materials, keeping all materials updated and in order.
10. Update information for publication in the internal Pastoral Center directory.
11. Manage Office of Social Justice and Respect Life website and social media presence, keeping all information current.
12. Maintains contact with parish bulletin editors via email, sending timely information and announcements from the Office, updates parish bulletin emails as needed.,
13. Prepares monthly drafts of Office announcements and current events for the Pastoral Ministries Division newsletter, PMD Express.
14. Administer accounts payable and receivable for all Office of Social Justice and Respect Life ministries. Maintain financial records in Quicken and spread sheet reports for all Office ministries.
15. Meet deadlines with reliability.
16. Exhibit a helpful, caring, and professional attitude at all times.
17. Responds to requests, information, etc., appropriately and with confidentiality
18. 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 Pastoral Center needs require.

PAY STEP: 4 \$20.10 per hour, 35 hours per week, excellent benefits.

CONTACT: HR Director, 505-831-8130 or email at csalcido@asfnm.org

POSTING DATE: March 7, 2024

CLOSING DATE: Open until filled.