



Diocese of Lafayette
OFFICE OF VOCATIONS AND SEMINARIANS

POSITION TITLE: *Administrative Assistant*

POSITION STATUS: *Non-Exempt, Full-time Regular, Benefits Eligible*

IMMEDIATE SUPERVISOR: *Director, Office of Vocations and Seminarians*

(Regular) WORK SCHEDULE: *M-Th, 8:30 a.m. – 4:30 p.m.; Fri, 8:30 a.m. – 12 noon*

POSITION SUMMARY

The Goal of the Office of Vocations and Seminarians is to educate and support a Catholic culture in responding to God's call for religious, priestly, and consecrated life. The Administrative Assistant is called to exercise respect, compassion, and professionalism while providing organizational skills and inspiration in managing the daily operations of the office. The person in this position will support the Director of the Office by promoting vocations and discernment, organizing the application process of candidates, and performing all duties in alignment with the vision and goals of the Bishop and of the Diocese of Lafayette, while exercising complete discretion.

The Administrative Assistant for the Office of Vocations and Seminarians will maintain confidentiality regarding all inquiries, candidates, and seminarians. This individual is required to take an Oath of Confidentiality.

The person in this position shall follow the established working hours of the Diocese of Lafayette Central Office and will follow all diocesan and office policies, procedures, and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist in developing awareness and formation for men interested in the Priesthood (application, candidacy, formation, ordination)
2. Assist in developing awareness and formation for women interested in the Order of Consecrated Virgins (application, candidacy, formation, consecration)
3. Assist with coordination of regular gatherings with the Bishop for prospective candidates and their respective Pastors
4. Ensure a smooth and thorough application process for all candidates, for both, seminarians and consecrated virgins
5. Develop relationship of regular, ongoing communication with seminarians and seminaries
6. Assist in promotion of vocations and discernment
 - Utilize social media, Acadiana Catholic, Radio/TV, and other promotional materials to market vocation awareness
 - Design and produce annual seminarian poster
 - Design and produce event brochures, flyers, booklets, directories, etc.
 - Assist in development and execution of diocesan discernment retreats, vocation awareness days, and other related events
 - Assist with the coordination of diocesan-wide celebrations of National Vocations Awareness Week and World Day of Prayer for Vocations, for Consecrated Life, and for the Sanctification of Priests

- Provide outreach to schools, parish religion education programs, youth groups, and campus ministry programs throughout the Diocese
 - Coordinate with other diocesan offices in furthering the education and promotion of vocations
 - Assist with scheduling and organization of presentations and events
 - Foster relationships with neighboring vocations offices for collaborative efforts
 - Foster relationships with local vocation organizations (e.g., Serra Club, parish vocation clubs, etc.) to assist in promotion of these groups and their initiatives
 - Attend programs/meetings/workshops, as directed by Immediate Supervisor
7. Coordinate office-sponsored meetings, workshops, presentations, and conferences
 - Reserve meeting facilities; coordinate set-up and clean-up
 - Track/Monitor related correspondence, registration, income/expenses
 - Coordinate/Order/Assemble necessary materials and supplies
 - Chaperone and drive, as needed
 8. Manage day-to-day operations of the Office
 - Maintain calendar of all office-sponsored meetings, workshops, presentations, and other important events
 - Timely opening and secure closing of the office
 - Answer/Direct phone calls; greet visitors
 - Generate and maintain form letters and other office-related documents and publications
 - Manage incoming and outgoing mail
 - Process all fiscal-related documents, including registrations, reimbursements and donations
 - Maintain budget tracking; reconcile credit card statements
 - Create, update, and maintain related databases
 - Create, update, and properly maintain confidential records and information, both electronic and hard-copy
 - Schedule appointments as directed by Immediate Supervisor
 - Assist with related tasks as assigned by the Director, with confidentiality and discretion
 - Attend programs/meetings/workshops, as directed by Immediate Supervisor

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Must be a Catholic in good standing, modeling a Catholic lifestyle and spirituality
2. Must maintain current certification in the diocese's program, *A Safe Environment for the Protection of Children and Young People*
3. Must possess the ability to act with discretion and maintain confidentiality
4. Must be proficient in current office-related computer system(s), including but not limited to MS Publisher, Word, EXCEL, OUTLOOK, Google Calendar, Google Docs, and mail-merge programs
5. Must be proficient in use of social media
6. Must possess proficient typing and proofreading skills as well as ability to compose and write in proper format, punctuation, spelling and grammar
7. Must possess ability to clearly communicate and interact with the many different persons who will be in contact with the office, including but not limited to clergy, religious, seminarians, parents, supporters, and other central office personnel
8. Must be self-motivated, prompt in performing tasks and capable of working independently
9. Must possess ability to deal sensitively, courteously and responsively (via telephone, electronic communications, or in person) when responding to inquiries and in making referrals
10. Must possess good organizational skills as well as the ability to multi-task
11. Must possess a high school diploma or equivalent; a Bachelor's degree preferred
12. Must possess clerical experience; experience in a Catholic institution preferable
13. Experience in graphic design and web design a plus

JOB CONDITIONS / PHYSICAL DEMANDS *(The following are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. While performing the duties of this job, employee is required to sit, bend, talk, hear, reach, and perform repetitive motions of the fingers, hands, and wrists
2. Must be able to push, pull, lift, and carry items up to 20 pounds
3. Work is primarily performed in an office setting
4. Employee is required to perform extensive close computer work
5. May be called upon to perform work/attend functions at times other than noted above, when necessary, which may require some travel within the boundaries of the Diocese of Lafayette
6. May be called upon to use personal vehicle with proof of proper insurance coverage
7. Must possess a valid Louisiana driver's license

Duties and responsibilities are subject to change as the needs and requirements of the office change, as determined by the Director of Vocations, in consultation with the Director of Human Resources and the Chancellor.