

Administrative Assistant (25 hours) – Piscataway, NJ

Presently, we are seeking an Administrative Assistant who will be responsible for completing the administrative tasks for four (4) Diocesan offices. This position reports to the Secretary of the Secretariat for Family and Pastoral Life ; primary duties and responsibilities include the following:

- Coordinates and oversees the daily operations of the offices and frequently communicates a status report to Directors/ Coordinator.
- Assists in the development (layout and format) of publicity and materials for presentations, workshops, courses, and manuals utilizing Word, Excel, Publisher, Constant Contact, Adobe Acrobat.
- Update offices diocesan office websites with upcoming events and pertinent information for each office as directed by Directors/Coordinator.
- Schedules meetings, mailings, events, courses, speakers and office activities as directed; attends and coordinates the logistics of these events as required.
- Provide administrative support and oversees general office affairs (supply ordering, inventory, photocopying, requisitions, expenses, filing, etc.).
- Assist with office finances, manages office budgets, and coordinates office supply purchases and maintaining financial records in an accurate manner, including registration and fees for events, requisition, deposits, payments, mileage sheets, etc. in a timely manner.
- Performs other duties as required.

The ideal candidate will possess strong interpersonal and customer service skills and be highly proficient in the use of technology. Additional qualifications include the following:

- Associate's Degree
- Must be a practicing Roman Catholic who upholds the teaching and traditions of the Catholic Church and who possesses a sound working knowledge of the Catholic faith and Church hierarchy.

Compensation includes a competitive salary and a comprehensive benefits program. Interested candidates should submit a resume via e-mail to: HR@diometuchen.org

** Please note that due to the anticipated high volume of responses, only those candidates who we are interested in interviewing will be contacted. **NO PHONE CALLS PLEASE.**