

Presently, we are seeking an Executive Assistant who will be responsible for completing the administrative tasks for the Office of the Vicar General and Office of the Chancellor. This position reports to the Vicar General and the Chancellor. A summarized list of responsibilities are listed below:

- Serves as liaison between the Offices of the Vicar General, Chancellor and General Counsel and staff and the public; may interface and communicate with members of Church hierarchy throughout the world.
- Responsible for the annual reporting for the Official Catholic Directory and Annuario Pontificio report
- Provides administrative support and oversees general office affairs {supply ordering, inventory, photocopying, requisitions, expenses, filing, etc.}; screens, prioritizes and routes calls and incoming mail. Answers questions and resolves problems within scope of authority and responsibility.
- Schedules appointments and arranges for meetings, conferences and travel; prepares agendas and acts as recording secretary when required; maintains computer calendar.
- Maintains an accurate filing system for heavy volume of correspondence and reports; maintains files of inter-office memos organized by staff members/departments and files and binders; has access to and responsibility for confidential records and information involving the Diocese, priests, parishes and other religious personnel; maintains Chancery library and diocesan archives in an organized and efficient manner.
- Answers the phone as the main number receptionist
- Assists the Office of the Bishop as needed
- Performs other duties as required

Education/Experience: Associates degree (A. A.) or equivalent from two-year college or technical school; or three to five years related experience and/or training; or equivalent combination of education and experience.

Religious Requirement: 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.

This position handles sensitive materials. The ideal candidate must maintain confidentiality on all matters.

Work Schedule – approximately 25 hours per week

Pay Range - \$20- \$25 per hour, based on experience

Benefits - Life insurance, ad&d, and short term disability.

Interested candidates should forward their resume to hr@diometuchen.org.

** Please note that due to the anticipated level of response, we will only contact those candidates who we are interested in pursuing.