

## **OFFICE OF EVANGELIZATION & CATECHESIS ADMINISTRATIVE ASSISTANT**

1. **Position Title:** Administrative Assistant
2. **Department:** Office of Evangelization and Catechesis
3. **Reports To:** Director Office of Evangelization and Catechesis
4. **FLSA Classification:** Full-Time, Non-Exempt

**Job Summary/Description:** This position is an administrative assistant to the Office of Evangelization & Catechesis. Will directly assist the Director of the Office of Evangelization and Catechesis. The primary responsibilities will be data management and administrative tasks. Secondary responsibilities include providing oversight to projects and special assignments for the Office of Evangelization and Catechesis.

### **1. Duties & Responsibilities**

- Develop, organize, and store data as need for the operation of the Office of Evangelization and Catechesis
- Prepare both digital and paper materials for formation sessions, workshops, training programs, and other events
- Attend to bookkeeping needs in the office as designated by the Director
- File records where needed
- Draft and take record of daily correspondence as designated by the Director
- Work with the Director in planning and execution of events
- To maintain, catalogue, preview, distribute, and coordinate library resources
- Organize, lead, and execute projects and special assignments as assigned by the Director
- To research/prepare materials requested on special themes, topics, etc.
- Build and maintain collaborative relationships at all levels of ministry
- Travel within the diocese

### **2. Supervisory Responsibilities**

- None

### **3. Education, Training and Experience**

- High School diploma or 3-5 years' experience

### **4. Knowledge, Skills, and Abilities**

- Good communication skills and ability to work collaboratively with others
- Capacity to prioritize multiple tasks, organize work, and adapt to needs
- Dependable and reliable
- Interact professionally with various diverse groups

- Ability to work in a multicultural environment
- Able to work a flexible schedule that includes evenings and/or weekends
- Basic computer and office skills, familiarity with various forms of social media, and general computer literacy.

#### **5. Working Condition/Environment**

- Office hour work environment typical of normal office setting with slight to moderate noise levels and controlled temperatures.
- Working conditions and environment for work/meetings outside the office will vary according to site and need but will predominantly be indoors with adequate temperature controls.
- 40-hour work week, but additional hours are possible on occasion.
- Base work hours are Monday thru Friday 9:00 a.m. to 5:00 p.m.; however, occasional nights and weekends are possible.

#### **6. Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee frequently is required to sit for extended periods of time and reach with hands and arms. Normal manual dexterity is required.
- The employee is occasionally required to stand, walk, and climb stairs.
- Normal speaking and hearing abilities to interact with others in an office environment or over the telephone.
- Normal vision is also required to perform the duties of this position.
- The employee must frequently lift and/or move up to (10) pounds and occasionally lift and/or move up to (25) pounds.

#### **Job Description Review and Acceptance**

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

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Signature of Employee

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Date