

Stewardship and Development

Title: **Administrative Assistant**
Status: Full Time
Reports to: Offices of Stewardship and Development

General Description

The office of Stewardship and Development (S&D) is seeking an Administrative Assistant to assist with departmental tasks, ensuring the office of Stewardship and Development has adequate support to work efficiently.

The task of the administrator will include bookkeeping related to the Annual Diocesan Appeal (ADA), helping to produce and organize the production of the ADA, coordinate and schedule stewardship events and activities, manage and maintain a unified data base, write correspondence from the S&D office as well as the ADA, and overseeing supplies and materials for the office. The ideal candidate will be competent in prioritizing and working with little supervision, self-motivated, trustworthy and maintain strict confidentiality.

Typical Duties and Responsibilities

- Coordinate S&D and ADA activities and events to ensure efficiency and accessibility
- Multitask scheduling and responsibilities of the S&D Director
- Manage agendas/travel arrangements/appointments etc. for the S&D office
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create/update records and databases with personnel, financial and other data
- Track office supply stock and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Collect and publish stewardship stories from across the diocese in various media outlets
- Update stewardship news/resources on website to keep current and relevant to topic
- Member of diocesan stewardship and ADA council

Other Duties

- Collaborate with other departments as a team effort to carry out the diocesan mission
- Additional task and duties as needed to support office success

Requirements

- Proven experience as an **office administrator**, office assistant or relevant role is a plus
- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Familiarity with office management procedures and basic accounting principles
- Excellent knowledge of MS Office 365 and office management software (CRM, ERP etc.)
- Excellent written and verbal communication skills
- Ability to multi-task and prioritize projects
- Customer-service oriented
- Able to complete complex administrative tasks with minimal supervision

Benefit- Competitive salary, travel, health and retirement options.