

Position Description

Title: **Administrative Assistant**

Status: Full Time

Reports to: Offices of Faith Formation and Evangelization, Youth and Young Adult Ministry

General Description

The Administrative Assistant with their gift of administration assists the offices of Faith Formation and Evangelization and the office of Youth and Young Adult Ministry in carrying out the diocesan mission for the New Evangelization. Creativity, good organization, self-motivation, as well as technical knowledge of tools including updated digital tools for administration are essential attributes for this position.

Typical Duties and Responsibilities

1. Faith Formation and Evangelization
 - a. Help manage resources for Faith Formation and Evangelization.
 - b. Help manage registrations for conferences, workshops and other diocesan events.
 - c. Maintain records for certification of faith formation leaders.
 - d. Make follow up phone calls, emails, send mail or use other sources of communication as needed.
2. Youth and Young Adult Ministry
 - a. Maintain the database for the Office of Youth and Young Adult Ministry containing contact and relevant information.
 - b. Send newsletter or pertinent information as needed.
 - c. Help manage registrations for youth programs, i.e. Higher Ground, TEC, Conferences. etc.
 - d. Maintain records for certification or other information for Youth Ministers
 - e. Make follow up phone calls, emails, send mail or use other sources of communication as needed.

Specific Duties

- Prioritize administrative workload for both offices of Faith Formation and Evangelization and Youth and Young Adult Office.
- Responsibilities related to administration will grow with the growth in ministry in both offices of Faith Formation and Evangelization and Youth and Young Adult Office.

Other Duties

- Collaborate with other departments as a team effort to carry out the diocesan mission.
- Carry out other responsibilities that relate to the position, but not limited to the responsibilities outlined.

Requirements

- Degree, or experience in administration preferred.
- Ability to travel throughout the diocese is a plus but not required.
- Proficient in or ability to work with an updated Microsoft Office, or other digital administrative tools.
- Fluent in Spanish is a plus, but not required

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