

## **Office Manager/Administrative Assistant Position**

The Erie Cursillo Executive Officers and Spiritual Director are looking for an Office Manager/Administrative Assistant to handle routine office tasks necessary for the support of Cursillo activities.

The position is classified as part-time non-exempt and provides a maximum of 25 hours each week with most full weeks occurring prior to scheduled retreats.

Hours are flexible but usually entail 10 AM to 3:00 PM Monday through Friday.

Tuesday and Thursday hours include working with the Spiritual Director during office hours.

### **Requirements**

- proven experience in a secretarial position
- full comprehension of office management systems and procedures
- excellent knowledge of MS Office 365
- proficiency in English
- exemplary planning and time management skills
- up to date with advancements in office equipment and applications
- ability to multitask and prioritize daily workload
- high level verbal and written communication skills
- discretion and confidentiality

### **Qualifications**

#### **Education and Experience**

High school degree: additional qualification as personal assistant recommended, additional business or computer skills a plus.

Entry level to 3 years' experience in an office setting or equivalent experience.

#### **Safe environment screening of personnel**

The Cursillo Office requires all affiliated agency personnel including any individual who works in the Cursillo Office to complete the PA State Police criminal record check, the PA Department of Human Services Child Abuse History Certification and the Federal Criminal History Record Information - FBI report.

Would be eligible for paid vacation, professional development, spiritual development, holidays as determined by Cursillo Office.

To Apply:

Applications will be accepted until the position is filled.

Full position profile and application may be found at <https://www.eriecd.org/>. Applicants must submit a cover letter, resume, references and a signed and completed job application form in one of two ways:

- 1) Scan and Email all materials to: [DeaconThomasMcAraw@eriecursillo.org](mailto:DeaconThomasMcAraw@eriecursillo.org). (Application form must be scanned, completed, and signed.) or,
- 2) Mail to Attn: Cursillo Office, Office Manager/Administrative Assistant – Search, 429 East Grandview Blvd., Erie, PA 16504