

## DIOCESE OF ERIE

### Administrative Assistant – Catholic Charities (Full-Time)

We are looking for an organized, dedicated, and energetic Administrative Assistant to join our catholic charities team.

The full-time Administrative Assistant for Catholic Charities will have a commitment to the mission of Catholic Charities and provide clerical and technical support for a variety of ministries and programs. As a primary contact for incoming calls, the Administrative Assistant will possess a special sensitivity and maturity while demonstrating a working knowledge of diocesan and community-based resources.

#### **Responsibilities**

- Receive incoming calls with sensitivity, provide referrals when appropriate, and follow through on requests for information
- Maintain and utilize database software to track incoming information, process donations, mail acknowledgments, generate mailing lists, and provide statistical and financial reports as needed
- Provide support to pastoral ministry offices for event planning, bulk mailings, and other clerical support as assigned
- Develop print and online materials to include brochures, educational resources, worship aids, (e-)newsletters, and programs
- Provide support as necessary for the content management of various Catholic Charities websites
- Provide audio-visual support and resources to supplement programs and workshops
- Attend weekly staff meetings
- Performs other duties as assigned by supervisor.

#### **Qualifications**

##### Education:

- A minimum of a high school education, training in specialized office procedures and computer skills.

##### Experience:

- At least three years of office experience required as a receptionist, clerk or administrative assistant; excellent communication, office telephone and computer skills in Microsoft Office Software.

##### Skills:

- Ability to view the position as a ministry to God's people
- Ability to demonstrate qualities of professionalism and maturity in the workplace
- Excellent computer knowledge of PC system procedures and ability to carry out written or verbal instructions
- Proficiency in Microsoft Office Suite, including: Word, Outlook, Publisher, and Excel
- Experience with specialized computer applications such as donor management software

- Ability to prioritize work and handle multiple tasks in support of several programs

**To Apply:**

Applications will be accepted until the position is filled. Full position profile and application may be found at <https://www.eriercd.org/employment.html>.

Applicants must submit a cover letter, resume, references and a signed and completed job Application Form in one of two ways:

- 1) Email all materials to: [hrinfo@eriercd.org](mailto:hrinfo@eriercd.org). (Application form must be scanned, completed, signed and scanned.)
- 2) Mail to HR, Attn: Admin Assistant Catholic Charities Search, 429 East Grandview Blvd., Erie, PA 16504