

DIOCESE OF ERIE

Administrative Assistant - Clergy Personnel (Full-Time)

We are looking for an organized, dedicated, and energetic person to provide clerical and technical support for the Clergy Personnel Office. As a primary contact for incoming calls, correspondences and other messages and communications, the Administrative Assistant will possess a special sensitivity and maturity while demonstrating a working knowledge of the Clergy Personnel area.

RESPONSIBILITIES:

The following responsibilities are defined but not limited to:

- Serves as liaison between the Vicar for Clergy, various diocesan entities, and the public. Informs decisions to appropriate parties. Interfaces and communicates with members of the clergy throughout the diocese and beyond.
- Provides administrative support by managing affairs and projects. Makes independent decisions within the scope of authority and at times in the absence of the Vicar for Clergy.
- Schedules appointments and makes arrangements for meetings, conferences, and travel. Prepares documentation, including agendas, and acts as recording secretary when required.
- Maintains calendar.
- Handles varied administrative projects and procedures within the department:
 - Prepares reports by collecting, assembling, and analyzing data.
 - Gathers clergy date information for the Catholic Directory, Kennedy and Rome Report and data that other departments request.
 - Prepares appointments and faculties for Bishop's signature.
 - Prepares ordination certificates.
 - Maintains and updates office files and records.
 - May prepare brochures or manuals and/or other procedural guidelines.
 - Organizes and hosts workshops and other events sponsored by the department as needed.
 - Plans luncheons or special events for the department and meetings when necessary.
 - Monitors budget adherence.
 - Maintains databases and informs necessary parties of changes.
- Prepares correspondence or drafts a response for Vicar's review.
- Maintains confidentiality regarding communications within the office.
- Screens, prioritizes, and routes calls and incoming mail for the Vicar.
- Answers questions and resolves problems within scope of authority and responsibility.
- Maintains an accurate filing system for heavy volume of correspondence and reports.
- Maintains all appropriate office files and notebooks for the Vicar for Clergy.
- Has access to and responsibility for confidential records and information involving the diocese, staff members, priests, religious, and other personnel.
- Handles office mailings and distributes materials to departmental committees, boards, teams, faculties, and other bodies.
- Utilizing independent judgment, directs the departmental workflow, and assigns work to the administrative staff for the department.

- Holds staff meetings for planning purposes.
- Coordinates immigration matters in conjunction with legal counsel.
- Performs other work-related duties as assigned.

Qualifications

Education: Associate degree (Bachelor's degree preferred) or equivalent experience with knowledge of Catholic teachings and practice.

Experience: Minimum 4-6 years of experience in a similar position, or any equivalent combination of education and experience which demonstrates the knowledge, skills, and abilities to perform the above described essential functions.

At least two years of experience in parish, diocese, nonprofit or other related entity preferred, along with knowledge and understanding of church organization and operational procedures.

Skills and Competencies:

- A. Communication skills in reporting to clients and professionals from within the diocese and beyond.
- B. Basic knowledge and skills in the operation of Word, Excel, Access, and other computer programs used in job performance.
- C. Proficiency in typing and the use of various office devices, such as copier, fax, etc.
- D. Practicing Catholic in good standing with the Catholic Church.
- E. Ability to observe confidentiality due to the nature of the ministry of the Office.
- F. Ability to work closely and effectively with others.
- G. Ability to synthesize large amounts of information and determine the most important issues and themes of any project or problem.
- H. Exceptional ability to adhere to strict confidentiality standards and model those standards for all staff.
- I. Flexibility and the ability to work with minimal supervision under tight deadlines and in pressure situations.
- J. Ability to work cooperatively as part of a team or as an individual contributor.
- K. Proven organization and planning/time management skills to successfully address unexpected circumstances and issues with competing priorities.
- L. Ability and experience communicating complex information effectively, both orally and in writing, including preparing clear, concise, accurate and persuasive reports, correspondence, analytical studies, and other written materials clearly and logically.

To Apply:

For best consideration, please apply by **July 31, 2020**. 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. (Application form must be scanned, completed, signed, and scanned.)
- 2) Mail to HR, Attn: Administrative Assistant Clergy Personnel Search, 429 East Grandview Blvd., Erie, PA 16504