

Administrative Assistant to the Office of Diocesan and International Missions

Job Ad:

The Administrative Assistant to the Office of Diocesan and International Missions is a part-time (20 hours per week) position in service to the work of the Mission Office. Among many other duties, the Mission Office of the Diocese of Erie supports the Mission of Friendship outreach in Yucatan, Mexico, organizes the annual Missionary Cooperative Program in the parishes of the Diocese of Erie and fosters support for the Pontifical Mission Societies and general mission education throughout the Diocese of Erie. The Diocese of Erie is a collaborative, mission-oriented organization which prioritizes teamwork. Among other things, this administrative assistant position manages donations, donor correspondence, and various other office communication and data management tasks. The successful candidate must have advanced working knowledge of Microsoft Office products including PowerPoint and Excel. Experience with Canva is also preferred.

The full position profile and application may be found at <https://www.eriercd.org/employment.html> Applicants must submit a cover letter, resumé (including references), and a signed and completed job application form in one of the two ways described below:

To apply:

For the best consideration please return application materials by March 11, 2026. Applications will be reviewed on a first-come, first-served basis. Applications will be accepted until the position is filled.

1. Scan and email all materials to: isuarez@eriercd.org, or
2. Mail to Attn: Indira Suarez, Mission Office, 429 E Grandview Blvd., Erie, PA 16504