

Diocese of Erie

St. Mark Catholic Center
Position Profile

Job Title: Administrative Assistant to the Office of Diocesan and International Missions
Department: Diocesan and International Missions
Location: Erie (SMCC)
Reports to: Director of Office of International Missions/Chancellor
Cabinet: Fr. Nicholas Rouch/Fr. Chris Singer
Classification: Hourly
FLSA: Non-Exempt; Part-time
Budget: 00538
Date Updated: 02/26/26

PURPOSE/OBJECTIVE

The Administrative Assistant for Office of International Missions will work collaboratively with the Director of the Office of International Missions and other staff of St. Mark Catholic Center. This person welcomes individuals as they enter the department or via telephone as they request information in a professional and friendly manner.

RESPONSIBILITIES

The essential functions of the position include but are not limited to the following:

International Missions Office:

- Maintains and utilizes database software to track incoming information.
- Processes donations, mails acknowledgements and generates mailing lists.
- Provides statistical reports and generates monthly donation reports.
- Provides support, as necessary, for content management of the Mission Office website.
- Develops print and online brochures, newsletters, educational resources and support for workshops, programs, and other events.
- Provides audio-visual support and resources to supplement programs and workshops.
- Processes mailings and generates annual tax letters.
- Attends weekly staff meetings when scheduled and takes minutes when appropriate.
- Answers the main telephone in professional and friendly manner.
- Prepares lists and items for bulk mailings.
- Provides support for other major events, programs, and workshops.
- Processes accounts payables and reimbursements.
- Performs other duties as assigned by supervisor.

QUALIFICATIONS

Education:

A minimum of a high school education, training in office procedures and computer skills; bachelor’s degree preferred.

Experience:

One to two years as an administrative assistant preferred; Excellent communication, office telephone and computer skills in Microsoft Office software.

COMPETENCIES/SKILLS

- Knowledge of computer systems and procedures, must have a current working knowledge of the various Microsoft Office programs, and ability to learn specialized software (such as DonorPerfect), PowerPoint, and Web-based Canva.
- Ability to prioritize work and manage multiple tasks simultaneously with minimal supervision.
- Strong attention to detail and accuracy
- Creativity and ability to synthesize and convey educational content through developmental print and online resources.
- Demonstrate basic ability to use or learn to use:
 - Office technology (digital projectors, laptop computers, video conference equipment)
 - Microsoft Teams and other typical office software
- Ability to write and prepare professional correspondence (letters, emails, memos, etc.)
- Ability to manage multiple schedules and work in a highly collaborative environment
- Ability to maintain a high level of professional confidentiality
- Working knowledge of Spanish a plus.
- Being a practicing Catholic is preferred but not required

INTERFACE

- Regular contact with Supervisor and employees of St. Mark Catholic Center (SMCC)
- Contact with visitors to department
- Answer phones and refer/forward calls to appropriate staff members

PHYSICAL CAPABILITIES/WORK ENVIRONMENT

Work in relatively quiet environment; must be able to see and view monitors; Must be able to hear phone calls; must be able to lift up to 20 pounds.

Supervisor

Date

Incumbent

Date