

# DIOCESE OF ERIE

## Position Profile

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**Title:** Administrative Assistant, Office  
Of Religious

**Incumbent:**

**Reports to:** Director of the Office for the Religious

**Incumbent Signature**

**Date**

**Approved by:** \_\_\_\_\_

Supervisor

\_\_\_\_\_

Department Head

\_\_\_\_\_

Human Resources

\_\_\_ Exempt

\_X\_ Non-Exempt

\_\_\_ Ministerial

\_\_\_ Full Time

\_\_\_ Part Time

Anniversary Date:

Date Issued: 5/26/2021

Revision Date: 5/26/2021

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### **I. OBJECTIVE:**

Provide secretarial and support service to the office of the Director for Religious and backup for other administrative offices on a daily basis from 8:00 AM until noon.

### **II. RESPONSIBILITIES:**

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

1. Organizes the work area and creates an atmosphere of support for the Director of the Office of Religious.
2. Types correspondence, reports, and other materials in a professional error free style including letters of condolence to religious communities from the Bishop.
3. Operates office machines.
4. Answers telephones, makes appointments, and maintains calendar as well as other business-related activities.
5. Directs office procedures and conducts flow of visitors and appointments for Office for Religious.
6. Takes messages and dispenses information as assigned.
7. Orders, delivers, and picks up correspondence, business materials and supplies.
8. Projects/programs - Knowledgeable organization in handling of major projects and committees - current annual projects: retirement fund for religious appeal, bishops Jubilee liturgy, Catholic sisters' week, and bishops' mass for deceased sisters.
9. Records and maintains a systematic filing and assures and access to all contents.
10. Maintains statistics, biographical data related to individual sisters and religious communities including the diocesan directory.
11. Treats all information received or learned on the job regarding diocesan business with strict confidentiality.
12. Sets up zoom conferences when required.
13. Oversees Office of Religious website.
14. Other duties as assigned by a director of the Office of Religious.

### III. QUALIFICATIONS:

**Education:**

High School Diploma with continuing education/ experience in computers and business skills.

**Experience:**

Three to five years prior general office experience in a service environment or comparable position.

### IV. COMPETENCIES:

1. Proficient with the Microsoft office software specifically, Word, Excel, Publisher, Access, and Zoom Conferencing.
2. Demonstrated organizational ability for administration of an office.
3. Pleasant and congenial personality appropriate to secretary.
4. Good discretionary judgment.
5. Able to be self-directed and work independently.
6. dependable, punctual, and efficient in work habits.
7. Able to organize events and design and produce programs for them.
8. Accuracy in a capacity for detail work or a must.
9. Be comfortable with interacting with public particularly with all religious communities, food servers, and event planners.

### V. SPECIAL REQUIREMENTS:

- Must be practicing Catholic in good standing with the local parish
- . Professional attire and demeanor is expected all times.
- Ability to adjust work time to accomplish necessary tasks when major events are being planned at the same time in three different departments.
- Be a person of integrity, discretion, and confidentiality.

### VI. PHYSICAL REQUIREMENTS:

In addition to the creative and technology skills described above, this position requires the ability to set up and operate desktop computer devices, digital and visual equipment; bending, reaching, filing; occasional lifting of office products of up to 20 pounds.