

Administrative Assistant for the Vicar General and the Clergy Office

We are seeking a conscientious, enthusiastic, organized, and professional individual to assist the Vicar General and the Clergy Office for the Diocese of Erie in a full-time position as an Administrative Assistant. The Administrative Assistant will provide administrative and logistical support, and facilitate the work of the Vicar General, Clergy Personnel offices, and associated committees.

Some basic responsibilities of the position include: providing administrative support by managing projects; serving as a liaison between the Vicar, various diocesan agencies and the public; maintaining calendars and scheduling in-person and virtual appointments and meetings; coordinating clergy events including, retreats, days of recollection; and preparing communications from diocesan offices to clergy.

The qualified candidate will possess at least an associate's degree with a concentration in business or management. A bachelor's degree in business is preferred. Must also have experience in administrative areas (including Microsoft Office- Word, Excel, Publisher, Access) plus additional training in computers and business skills and three to five years' prior office experience. Must be a practicing Catholic in good standing.

To Apply:

For best consideration please return application materials by October 31, 2025, however, applications will be accepted until the position is filled.

Full position profile and application may be found at <https://www.eriercd.org/>. Applicants must submit a cover letter, resume, references, and a signed and completed job application form in one of two ways:

1. Scan and email all materials to: hrinfo@eriercd.org. (Application form must be scanned, completed, and signed.) or,
2. Mail to Attn: Human Resources, Administrative Assistant for Vicar General and Clergy Office Search, 429 East Grandview Blvd., Erie, PA 16504