

# *Diocese of Erie*

## St. Mark Catholic Center Position Profile

**Job Title:** Administrative Assistant to the Office of the Vicar General and the Clergy Office  
**Department:** Chancery  
**Location:** Erie (SMCC).  
**Reports to:** Vicar General/Chancellor  
**Cabinet:** Vicar General/Chancellor  
**Classification:** Hourly  
**FLSA:** Non-Exempt; Full-Time  
**Budget:** 00  
**Date Created:** 10/6/2025 (updated)

### **PURPOSE/OBJECTIVE:**

Provides administrative and logistical support, facilitates the work of the Vicar General, Clergy Personnel offices, and associated committees.

### **RESPONSIBILITIES:**

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

- Provides administrative support by managing affairs and projects. Makes independent decisions within the scope of authority.
- Serves as a liaison between the Vicar, 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 helping to determine priority items and continually looking for ways improve management of a large number of projects and amounts of data.
- Maintains confidentiality regarding communications, files, and information within the office.
- Handles varied administrative projects and procedures within the department:
  - Maintains day-to-day and yearly calendar.
  - Utilizing independent judgment, directs departmental workflow and priorities.
  - Schedules in-person and virtual appointments and plans for meetings and conferences. Reserves conference rooms as necessary. Prepares documentation, arranges meeting location, makes provisions of food/snacks for longer meetings, prepares audio-visual equipment, greets guests, and acts as recording secretary when required.
  - Coordinates clergy events, including retreats, days of recollection, Emmaus, etc., including collaboration with venue, preparation of invitations, schedules, and event day documentation, takes reservations, arranges payments for speakers, etc., participates as necessary in organizational meetings, and summarizes evaluations.
  - Prepares clergy appointment letters, decrees, and parish temporal goods documentation for Bishop's signature and prepares related announcements.

- Supports Vicar General with collaboration in planning for the department, drafting communications, processing data, and proofreading documents.
- Maintains various departmental lists of clergy, boards and committees.
- Maintains clergy databases (DioOffice and Ministry Platform) and informs necessary parties of changes. Collaborates with IT staff for database improvements.
- Prepares/provides various clergy reports for within and outside the department.
- Helps arrange Mass coverage for priests when needed.
- Manages and helps facilitate a variety of phone calls from priests, parishioners, and others seeking information or help; communicates information to clergy via phone and email.
- Provides support for Bishop Michael J. Murphy priest retirement home application process and fundraising efforts.
- Maintains filing system for office records and confidential clergy files.
- Orders office supplies for department.
- Prepares accounts payable for departmental invoices and accounts receivable for incoming funds.
- Monitors departmental budget adherence, maintains records of departmental expenditures and other clergy related financial matters.
- Follows/executes file retention policy.
- Manages clergy email distribution lists and resets clergy passwords as necessary for diocesan email addresses.
- Updates clergy-related website pages.
- Prepares information for outside reporting agencies (Official Catholic Directory, CARA) by collecting, assembling, and analyzing data.
- Performs other work-related duties as assigned.

## **QUALIFICATIONS:**

### **Education:**

Minimum Associate degree with business or management concentration or equivalent experience is required. Bachelor's degree in business preferred.

### **Experience:**

Minimum five (5) years' experience as an administrative assistant, or in an executive secretarial position, is preferred. Event-planning experience a plus.

## **COMPETENCIES/SKILLS:**

- Be a practicing Catholic in good-standing with the Church.
- Professional writing, communication, and interpersonal skills.
- A general understanding of computer related functions, such as electronic media presentation methods and techniques.
- Experience with special event planning (such as conferences, dinners, etc.)

- Excellent ability to work collaboratively and as a team member with other colleagues.
- Flexibility and ability to manage multiple projects simultaneously.
- Office and time-management skills.
- Foreign language skills (especially in Spanish and/or Italian) are a bonus.
- Capable of working through projects with accuracy and minimal supervision.
- Knowledge in the operation of Ministry Platform.

## **SUPEVISORY SKILLS/RESPONSIBILITIES:**

N/A

## **INTERFACE**

- **INTERNAL**
  - Daily communication with Chancellor, Vice Chancellor, Vicar General and employees and/or other visitors to the Administrative Offices.
- **EXTERNAL**
  - Occasional communication with pastors, priests, and principals and other persons who need information from the Chancery.

## **PHYSICAL CAPABILITIES/WORK ENVIRONMENT:**

Work in relatively quiet office environment; must be able to hear phone calls and respond; must be able to lift up to 25 pounds.

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Supervisor

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Date

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date