

Confidential Executive Assistant for the Catholic Schools Office

We are seeking a conscientious, enthusiastic, organized, and professional individual to assist the Catholic Schools Office at the Diocese of Erie in a full-time position as a Confidential Executive Assistant. The Confidential Executive Assistant will ensure administrative activities of the Catholic Schools Office (CSO) are conducted in accordance with established policies and procedures and make decisions involving office routines and tasks that promote the mission of Catholic education in schools across the diocese.

Some basic responsibilities of the position include: serving as the first point of contact for the CSO to provide customer service for all stakeholders in a manner that creates a positive image for the department and addresses the needs of those contacting the office; developing and distributing key communications from the CSO as needed; providing the Assistant Superintendent with administrative and procedural support by tracking and managing school personnel related functions and documents; assisting with administrative support for government and special programs; assisting with Catholic mission/identity and academic services by providing administrative support for initiatives and programs.

The qualified candidate will possess at least a high school diploma with continuing education/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 – in a school environment preferred.

To Apply:

For best consideration please return application materials by November 15, 2023, 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, Confidential Executive Assistant – Catholic Schools Office Search, 429 East Grandview Blvd., Erie, PA 16504