

Administrative Assistant for the International Missions Office/Chancery

We are seeking a dedicated, organized, and professional individual to assist the Office of International Missions and the Chancery at the Diocese of Erie in a full-time position as an Administrative Assistant. The Administrative Assistant will work collaboratively with the Director of the Office of International Missions, the Chancellor and the Executive Assistant for the Chancery. Duties and responsibilities of this position include developing print and online brochures, newsletters, educational resources and support for workshops, programs, and other events; providing support for major events, programs, and workshops; planning and facilitating meetings at St. Mark Catholic Center including - reserving rooms, sending electronic/paper invitations, receiving RSVP's, arranging a catered meal if needed, set-up and operate technology if needed, taking and publishing minutes for occasional meetings, answering and responding to phone/email/written inquiries, maintaining and utilizing database software to track incoming information; processing mailings and generating acknowledgement letters for donations and other contacts.

The qualified candidate will possess at least a high school diploma with additional training in computers and business skills and with three to five years' experience as an Administrative Assistant or comparable position. Experience with Microsoft Office products and social media platforms required.

To Apply:

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 - International Missions Office/Chancery Search, 429 East Grandview Blvd., Erie, PA 16504