

Administrative Assistant (Part-Time) for the International Missions Office

We are seeking a dedicated, organized, and professional individual to assist the Office of International Missions at the Diocese of Erie as an Administrative Assistant. The Administrative Assistant will work collaboratively with the Director of the Office of International Missions. 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; 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 Search, 429 East Grandview Blvd., Erie, PA 16504