

Job Title: Administrative Assistant
Department: Mission Office
Location: Erie (SMCC).
Reports to: Director of Office of International Missions
Cabinet: Msgr. Edward Lohse
Classification: Hourly
FLSA: Non-Exempt; Part-Time
Budget: 00538
Date Created: 08/03/2022 (updated)

Job purpose

The Administrative Assistant for Office of International Missions will work collaboratively with the Director of the Office of International Missions. This person welcomes individuals as they enter the department or via telephone as they request information in a professional and friendly manner. The Administrative Assistant will have a working knowledge of the diocesan structure of all Mission office programs.

Duties and responsibilities

- Develops print and online brochures, newsletters, educational resources and support for workshops, programs, and other events.
- Maintains and utilizes database software to track incoming information.
- Processes donations, mails acknowledgements and generates mailing lists.
- Provides statistical reports and generates monthly donation reports.
- Provides support, as necessary, for content management of the Mission Office website.
- Provides audio-visual support and resources to supplement programs and workshops.
- Processes mailings and generates annual tax letters.
- Attends weekly staff meetings when scheduled and takes minutes when appropriate.
- Answers the main telephone in professional and friendly manner.
- Prepares lists and items for bulk mailings.
- Provides support for other major events, programs, and workshops.
- Processes accounts payables.
- Processes reimbursements.
- Performs other duties as assigned by supervisor.

Qualifications

Education:

A minimum of a high school education, training in specialized office procedures and computer skills and three years of office experienced required.

Experience:

Excellent communication, office telephone and computer skills in Microsoft Office Software.

Skills:

- Ability to view the position as a Ministry to God’s people.
- Knowledge of Computer systems and procedures, control commands and back-up procedures, must have knowledge of various Microsoft programs, and ability to learn specialized software (SALSA), including Publisher, PowerPoint, and Web-based Canva.
- Ability to prioritize work and manage multiple tasks simultaneously with minimal supervision.
- Strong attention to detail and accuracy.
- Analytical skills to solve problems and arrive at decisions.
- Ability to work on a team.
- Creativity and ability to synthesize and convey educational content through developmental print and online resources.
- Working Knowledge of Spanish a plus.

Working conditions

Work may involve evenings and weekends.

Physical requirements

This position requires the ability to lift up to ten pounds, as well as sit at desk and answer phones.

Direct reports

Director of the Office of International Missions.

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| Approved by: | |
| Date approved: | |
| Reviewed: | |