

# ***Diocese of Erie***

St. Mark Catholic Center  
Position Profile

**Job Title:** Administrative Assistant to International Missions Office/Chancery  
**Department:** Mission Office/Chancery  
**Location:** Erie (SMCC)  
**Reports to:** Director of Office of International Missions/Chancellor  
**Cabinet:** Fr. Nicholas Rouch/Fr. Chris Singer  
**Classification:** Hourly  
**FLSA:** Non-Exempt; Full-Time  
**Budget:** 00538  
**Date Created:** 07/19/23 (updated)

## **PURPOSE/OBJECTIVE**

The Administrative Assistant for Office of International Missions/Chancery will work collaboratively with the Director of the Office of International Missions and the Chancellor. 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 as well as a knowledge of Ministry Platform software and other technologies that support the Chancery.

## **RESPONSIBILITIES**

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

### **International Missions Office:**

- 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.
- Manage the employee contact envelopes including the “go” bags.

### **Chancery**

- Participate as directed in the administrative assistant pool serving the Chancery and Administration offices
- Plan and facilitate 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.
- Take and publish minutes for occasional meetings
- Answer and respond to phone/email/written inquiries
- Assist as directed in special projects (such as periodic mailings, organizing special events, etc.)

### **QUALIFICATIONS**

#### **Education:**

A minimum of a high school education, training in specialized office procedures and computer skills; bachelor's degree preferred.

#### **Experience:**

Two to three years as an administrative assistant preferred; Excellent communication, office telephone and computer skills in Microsoft Office Software.

### **COMPETENCIES/SKILLS**

- Knowledge of computer systems and procedures, must have a current working knowledge of the various Microsoft Office programs, and ability to learn specialized software (such as DonorPerfect), 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.
- Demonstrate basic ability to use or learn to use:
  - Office technology (digital projectors, laptop computers, video conference equipment)
  - Microsoft Teams and other typical office software
- Ability to write and prepare professional correspondence (letters, emails, memos, etc.)

- Ability to manage multiple schedules and work in a highly collaborative environment
- Ability to maintain a high level of professional confidentiality
- Being a practicing Catholic is helpful but not required

### **SUPERVISORY SKILLS/RESPONSIBILITIES**

N/A

### **INTERFACE**

- Regular contact with Supervisor and employees of St. Mark Catholic Center (SMCC)
- Contact with visitors to department
- Answer phones and refer/forward calls to appropriate staff members

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

Work in relatively quiet environment; must be able to see and view monitors; Must be able to hear phone calls; must be able to lift up to 25 pounds.

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Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date