

## Administrative Assistant – Faith Formation (Part-Time)

The Diocese of Erie – Faith Formation Department - is looking for an organized, collaborative, and dedicated candidate for the Administrative Assistant.

The part-time Administrative Assistant for Faith Formation will work collaboratively with all directors in Faith Formation. 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 Faith Formation offices and programs. This position is a non-exempt position.

### Qualifications

Must have a minimum of a high school education with training in specialized office procedures and computer skills.

Should have at least 3 years' experience in an office environment (required) and possess excellent communication skills, both verbally and in writing. Must be able to work in a team and be an effective communicator. Knowledge of Catholic church teachings preferred.

### **To Apply:**

For best consideration, please apply by **June 3, 2022**. Applications will be accepted until the position is filled. Full position profile and application may be found at <https://www.eriecd.org/employment.html>.

Applicants must submit a cover letter, resume, certifications, references and a signed and completed job Application Form in one of two ways:

- 1) Email all materials to: [hrinfo@eriecd.org](mailto:hrinfo@eriecd.org). (Application form must be scanned, completed, signed, and scanned.)
- 2) Mail to HR, Attn: Faith Formation Administrative Assistant Search, 429 East Grandview Blvd., Erie, PA 16504