

DIOCESE OF PUEBLO POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant I
Vicar General and Vicar for Clergy

IDENTIFYING INFORMATION:

Schedule: Part-Time (20 hours)
Status: Non-exempt
Salary: \$14 - \$16 an hour
Reports to: Vicar General and Vicar for Clergy

POSITION SUMMARY

The Administrative Assistant provides administrative support to the Vicar General and Vicar for Clergy with responsibility for the overall efficient and effective operation of the Vicar General and Vicar for Clergy Office's office. The Administrative Assistant also serves as a liaison to the Vicar General and Vicar for Clergy Office; organizes and coordinates outreach and external relations efforts; oversees special projects and a point of contact for internal and external constituencies. This position will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure and handle a wide variety of activities and confidential matters with discretion.

ESSENTIAL DUTIES:

- Administer day-to-day activities of the Vicar General and Vicar for Clergy office including office management functions and an active calendar of appointments and meetings
- Plans, coordinates, and ensures the Vicar General and Vicar for Clergy schedule is followed and respected
- Works closely and effectively with the Vicar General and Vicar for Clergy to keep all well informed of upcoming commitments and responsibilities, following up appropriately
- Researches, prioritizes, and follows up on incoming issues and concerns including those of a sensitive or confidential nature
- Prepare materials for daily appointments, meetings, and conferences (e.g., agenda, minutes, briefing documents)
- Provides a bridge for smooth communication between the Vicar General and Vicar for Clergy Office's Office and constituents
- Compose and prepare correspondence, which is sometimes confidential, including drafting acknowledgement letters and personal correspondence
- Promptly submit and track expenses
- Assist in management and preparation of letters of suitability (outgoing) and *celebret* cards to include mailing, scanning, and logging in confidential folder
- Notification of Faculties (incoming) to include mailing, scanning, and logging in confidential folder
- Process vouchers for payment
- Responsible for scheduling Presbyteral Council and College of Consultors meetings which are held quarterly:
 - communicate with members via email, provide members with minutes and agenda, responsible for ordering meals

- Assists in the administrative process for elections; prepares ballots and notifications
- Maintain current phone, mailing and email lists for all clergy and deacon aspirants
- Submits and ensures accuracy of diocesan statistical information submitted for publication, i.e., the Kennedy Directory, and the list of offices and feasts of the Roman Catholic Church for each day of the year (ORDO) and Official Catholic Directory (OCD).
- Prepare ID cards for priests

QUALIFICATIONS:

Education and Experience:

- Bachelor's degree in business administration or related field
- Three-five *years* administrative assistant *experience* supporting senior management and their teams
- The candidate must be a practicing Roman Catholic and in good standing with the Church
- Proficient computer skills in MS Office, email, and internet as well as various office machinery such as printer, computer, scanner, fax machine, etc.
- Fluency in English and Spanish a plus
- Parish or Diocesan work experience helpful but not required
- Must have a clear understanding of acceptable business practices in relationship to church teachings and ability to conceptualize his/her work as ministry

Knowledge Skills and Abilities demonstrating application of the following:

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to exercise very high level of discretion and confidentiality, necessitating considerable use of tact, diplomacy
- Demonstrated ability to professionally and calmly respond to changing situations in a flexible manner
- Ability to use institutional knowledge to meet current needs and complete assignments within the established time frame.
- The work product requires a high degree of accuracy, organization, follow-through, and problem solving
- Must be self-directed and able to plan, prioritize and coordinate a variety of on-going projects simultaneously
- Ability to communicate effectively both verbally and in written form with a professional and positive attitude and the ability to represent the Diocese (understand, explain, and answer questions related to events)
- Willingness to support new technologies and maintain keep abreast of up-to-date technologies on computer, mobile phone, and other platforms

Supervisory Responsibility:

- No supervisory responsibilities for this position

Work Environment and Required Activities:

- This position is in a general office setting
- Days and hours of work are generally Tuesday through Friday, 10:00 a.m. to 4:00 p.m. lunch

Physical demands:

- While performing the duties of this job.
 - requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office environment. Ability to sit or stand for long periods of time using various office machinery. Repetitive motion activities; data entry/keyboarding. Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying.
 - the incumbent is regularly required to sit for extended periods of time, use hands in repetitive motion tasks, handle objects and talk or hear. The incumbent is occasionally required to stand or move about and reach with hands and arms. Vision abilities required include close vision, depth perception and ability to adjust focus.
 - the incumbent is continuously required to be alert, remember a significant number of details, concentrate, exercise judgment, read, write, reason, and take initiative to start and complete tasks, and exercise patience. It is also frequently required to solve problems, analyze situations, and apply common sense to resolve issues.

Other Requirements:

- Must be able to pass a criminal background investigation
- Must have good driving record, current Colorado Driver's License, and automobile insurance

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Diocese of Pueblo such that it could embarrass the Church or give rise to scandal. It is expected that all employees respect Roman Catholic doctrine and religious practices. In some cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided. Some positions will require that the incumbent be an active Roman Catholic in good standing with the Church.

**Thank you for your interest in career opportunities with
The Catholic Pastoral Center-Diocese of Pueblo!**

To apply for this position, please complete a Diocese of Pueblo application and send to:
Nancy Martinez, HR Department, 101 N. Greenwood, Pueblo, CO 81003
or email nmartinez@dioceseofpueblo.org