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# More Than Just a Job, We Offer an Opportunity to Grow Spiritually

**The Diocese of Pueblo is seeking an Administrative Assistant – Vocations**

**Job Location:** Grand Junction, Colorado

  **Type:**  Part-Time (8-12 hours per week)

 **FLSA Status:**  Non-Exempt

 **Salary Range:** $17.00 per hour

 **Reports To:** Vocations Director

**About Us**

The Diocese of Pueblo is an energetic place of employment filled with strong Catholic faith. We are building the body of Christ through each of our ministries. We empower our team to work spiritually and at their best. If you are a self-motivated individual and interested in growing spirituality and using your talent and experience, come join our team!

**Benefits and Perks**

**We offer a salary of** $17.00 per hour. We value your work and life balance offering Sick Leave, Paid Holidays, and an annual Christmas Holiday Closure. Daily Mass is celebrated in our beautiful chapel!

**What you will be doing**

This position is responsible for assisting in the promotion and recruitment efforts of the Vocations Office. This includes development of vocation materials to include flyers, announcements, brochures, posters, and other printed material, aid in the scheduling of educational programs, and other events. Work in partnership with other diocesan offices and organizations to promote vocations such as Campus Ministry, Catholic Schools, and Youth Ministry to bring about the awareness so all will **Hear and Answer God’s Call!**

**Could this opportunity be right for you?**

**Continue reading for the full job description.**

**ESSENTIAL DUTIES:**

* Building relationships by facilitating and leading groups aimed at discipleship (helping others grow in their faith).
* Prepares clerical work, specifically preparing invoices for tuition and costs for seminarians.
* Maintain constant communication with discerners (young men and women) inviting them to upcoming programs, events and conferences related to the Vocations Office.
* Maintain ongoing communication with Campus Ministry Leaders (student leaders) at the following schools: Adams State University, Alamosa, CO; Ft. Lewis College, Durango, CO; Western Colorado University, Gunnison, CO; Colorado Mesa University, Grand Junction, CO; Colorado State University-Pueblo (CSU-Pueblo); and Pueblo Community College (PCC) in Pueblo, CO informing them of upcoming programs, events and conferences related to the Vocations Office.
* Attend local campus college “Involvement Fairs” and other recruiting events to invite young Catholics to upcoming programs, events and conferences related to the Vocations Office.
* Coordinate programs, events, and conferences related to the Vocations Office such as “Totus Tuus,” which is a Catholic, summer, youth program for students from 1st – 12th Grade as well as “Theology on Tap,” which are events held monthly, to attract Young Adults in their 20s, 30s, and 40s to get together to hear presentations involving relevant topics viewed through the lens of the Church's theology!
* Create brochures and flyers for all programs, events, and conferences related to the Vocations Office.
* Update and maintain the Vocations Office website as well as create and maintain appropriate social media presence at the direction and guidance of the Vocations Director.

**QUALIFICATIONS:**

**Education and Experience:**

* High school diploma or equivalent Associates degree in Business, Management, Communications or Hospitality, or related field preferred.
* Two years of experience in customer service.
* Two years’ experience in Adobe, Adobe Publishing, Access, and Canvas.
* Two years’ experience in facilitating and leading group discussions.
* Public speaking a plus.
* Working knowledge in website maintenance (WordPress, Webflow, Drupal, Joomla, etc.)
* Parish or Diocesan work experience helpful but not required.

**Knowledge Skills and Abilities demonstrating application of the following:**

* Ability to write various communications, letters, and announcements.
* Ability to handle sensitive, confidential information with discretion.
* Ability to conceptualize his/her administrative work as a ministry and demonstrate/verbalize the function of the job.
* Proficient computer skills in MS Office, email, and internet as well as various office machinery such as printer, computer, scanner, fax machine and multi-line phone system
* Strong interpersonal communication skills required, written and verbal communication.
* Demonstrates professionalism with the ability to represent the Diocese.
* Knowledge of proper telephone skills and etiquette
* Ability to multi-task, prioritize and manage a variety of on-going projects to meet deadlines.
* Fluency in Spanish a plus

**Supervisory Responsibility:**

* No supervisory responsibilities for this position

**Work Environment and Required Activities:**

* This position is in a general office setting located in Grand Junction, CO
* Hours of work are part time, 8-12 hours per week.
* Some local travel will be required.
* Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office environment.

**Physical demands:**

* While performing the duties of this job,
	+ 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:**

* The candidate must be a practicing Roman Catholic and in good standing with the Church.
* Must be able to pass a criminal background investigation.
* Must have good driving record, current Colorado Driver’s License, and automobile insurance.

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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:

Rev. Carl Wertin at cwertin@dioceseofpueblo.org