

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

The Diocese of Pueblo is seeking a Receptionist / Admin. Asst. – Director of Institutional Ministries

Job Location:	Pueblo, Colorado
Type:	Part time (24 hours per week, Wednesday, Thursday, and Friday)
FLSA Status:	Non-Exempt
Salary Range:	\$16.23 - \$22.72 an hour
Reports To:	Director of Institutional Ministries

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 range from \$16.23 - \$22.72 an 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

The Chancery Receptionist is the initial contact person for the diocesan staff and all visitors. This position is responsible for providing courteous and effective service and for representing the Chancery offices as a professional and knowledgeable resource to clergy, parishes, Chancery staff and general public. This position supplies clerical support to the Director of Institutional Ministries as well.

Could this opportunity be right for you? Continue reading for the full job description.

ESSENTIAL DUTIES:

- Ensure the reception desk is occupied and the main telephone line has coverage at all times during normal business hours.
- Assists with duties such as typing services, photocopying, faxing, file maintenance and special projects as needed. Attention given to proper grammar, spelling, and syntax, while attending to phone calls and visitors.
- Receives all calls and visitors in a professional, hospitable, and service-focused manner, and directs them appropriately.
- Announces visitors to the proper individual or department. Ensure all visitors are attended to and are waiting in the lobby for their escort.
- Redirect calls as appropriate and take adequate messages when required.
- Assist Institutional Ministry: worship aids, prayer cards, prisoner information, mailing materials, sacramental orders, etc.
- Maintain and update the Chancery office telephone extension list to ensure information is current and accurate.

- Maintain calendar for scheduling for Chancery conference rooms.
- Opens doors in the morning and closes and locks during lunch and in the evening, including exterior doors (front and back entrance). Checks outside drop box daily, at beginning of day and after lunch hour.
- Maintains the reception area, front & lobby area, public restroom, and plant care.
- Responsible for aesthetic upkeep and maintaining a clean and clutter-free workspace.
- Receives, sorts, and forwards incoming mail into proper mailboxes.
- Coordinates the pick-up and delivery of express mail services (Fed-X, UPS, etc.)
- Daily monitor of fax machine, copy machine and postage machine to ensure adequate supplies in stock and make service calls as needed.
- Weigh and attach proper postage using mailing meter machine, assist with bulk mail as needed. Maintains adequate inventory of supplies such as envelopes and boxes, mailing envelopes, tape, and shipping labels. Keeps mailing supplies orderly and organized.
- Reads daily organizational communications from e-mail, newsletters, and print announcements to stay current on all diocesan programs and events.
- Responsible for stocking all first-floor coffee areas with coffee and snacks. Orders and replenishes as needed.
- Responsible for monitoring, stocking, and upkeep of Chancery office supply closet, includes ordering of necessary supplies.
- Ensures ongoing cleanliness of Staff Break Room and meeting rooms.
- Attendance/Punctuality: Consistently arrives at work on time; works with Supervisor to ensure work responsibilities are covered when absent.
- Dependability: Follows instructions; Responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan and finishes partially completed work.
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QUALIFICATIONS:

Education and Experience:

- High School Diploma or equivalent
- Associate degree in business, Management, Communications or Hospitality, or related field preferred
- Two to five years of experience in a secretarial or hospitality position preferred.
- Parish or Diocesan work experience helpful but not required.
- Must have a clear understanding of acceptable business practices in relationship to church teachings.
- Proficient computer skills in MS Office, email, postage machine, and internet as well as various office machinery such as printer, computer, scanner, fax machine and multi-line phone system
- Current Notary Public preferred, or ability to obtain Notary Public within six months.

Knowledge Skills and Abilities demonstrating application of the following:

- Ability to work effectively despite frequent interruptions.
- Demonstrated professionalism with the ability to represent the diocese in a welcoming and gracious manner both personally and on the telephone.
- Ability to handle sensitive, confidential information with discretion.
- Strong interpersonal communication skills required, conflict resolution, assertiveness, collaboration, in both written and verbal formats.

- Ability to conceptualize his/her administrative work as a ministry and demonstrate/verbalize the function of the job.
- Self-motivated, well organized, detail oriented, and able to effectively work independently within a team framework and be an effective team player.
- Fluency in English and Spanish a plus

Supervisory Responsibility:

- No supervisory responsibilities for this position.

Work Environment and Required Activities:

- This is a part time position. Days and hours of work are Part time (24 hours per week) – Wednesday, Thursday, and Friday, 8:00 a.m. to 5:00 p.m.
- This position is in a general office setting. 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.

Other Requirements:

- Must be a practicing Roman Catholic in good standing and in full communion with the Church.
- Must pass a criminal background investigation.
- Must have good driving record, current Colorado Driver’s License, and automobile insurance.

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. 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 however, some positions will require that the incumbent be an active Roman Catholic in good standing and in full communion with the Church.

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

Applications for this position will be accepted until May 30th or until the position is filled.

To apply for this position, please complete a Diocese of Pueblo application and send to:

Lovae Castillo, HR Department, 101 N. Greenwood, Pueblo, CO 81003, or email

lcastillo@dioceseofpueblo.org