

JOB DESCRIPTION

JOB TITLE: Administrative Assistant

JOB CLASSIFICATION: Full-time (35 hours/week)

DEPARTMENT: Office for Clergy

REPORTS TO: Assistant Vicar

Summary

Functions as a liaison between the Office for Clergy and the offices at the Archdiocesan Pastoral Center for matters pertaining to Clergy. Performs designated administrative duties specifically for the Assistant Vicar for Clergy. Work requires the ability to maintain confidentiality; excellent skills in dealing with all Clergy personnel and offices in the Archdiocesan Pastoral Center; strong organizational skills and advanced computer literacy, in particular, familiarity with Microsoft Office Suite and Adobe Acrobat.

Principal Duties and Responsibilities:

1. Administrative support to the Assistant Vicar for Clergy
2. Assist in the conception, development through completion of the many events sponsored by the Office for Clergy and in collaboration with other Pastoral Center Offices; such as annual Convocation and Fall and Spring Workshops.
 - a. Meeting strict deadlines and budget demands
 - b. Maintain relationships with vendors and venues, to craft and implement creative and logistical aspects of all event contracts.
 - c. Collaborate with speakers; ensuring transportation, lodging, technology, special needs, etc.
 - d. Set agendas, schedules, meeting minutes for all events in collaboration with other Pastoral Center Offices.
 - e. Research resources, make site visits, and coordinate pre-event meetings when necessary to help staff make decisions about event design
3. Assist in the development, process, and execution of all functions pertaining to orientation programs for Transitional Deacons and Newly Ordained Priests.
4. Maintain a continuous two-year calendar for programs related to the Committee on Priestly Life and Ministry.
5. Assist in the development and processes for all functions pertaining to the Committee for Priestly Life and Ministry.
6. Assist in the development and processes for all functions pertaining to the Diocesan Priests' Compensation and Benefits Committee, agendas, meetings, minutes, etc.; prepare material, notify and send to Membership; coordinate with allied offices when necessary.

Job Description
Office for Clergy
Administrative Assistant
Page 2

7. Assist in the development and processes for all functions pertaining to the Priests' Retirement Plan, agendas, meetings, minutes, etc.; prepare material, notify and send to Trustees; coordinate with allied offices when necessary.
8. Assist in the development and processes for all functions pertaining to various other Committees coordinated or overseen by the Vicar for Clergy or Assistant Vicar for Clergy.
9. Maintain the calendar for the Assistant Vicar for Clergy
10. Plan and facilitate special projects for the Office for Clergy, i.e Photo Directory etc.
11. Performs other duties as directed by the Vicar for Clergy and/or Assistant Vicar for Clergy.

Knowledge, Skills and Abilities:

Education **B.A. in English, Communications, Event Management or related field of study preferred.**

Experience **Minimum 5 years previous experience preferred.**

Abilities

- Proven success as an event planner or coordinator
- Strong interpersonal, communication and writing skills
- Proficient in Microsoft Office, databases and computer skills
- Troubleshoot and handle any issues as they arise
- Experience in maintaining and building enriching relationships
- Excellent organizational skills, including multitasking, time management, and meticulous attention to detail
- Ability to handle pressure and make informed decisions