Catholic Charities of the Diocese of Erie, Inc.

THE POSITION

Title: Administrative Assistant
Reports to: Executive Director, Catholic Charities

___Salary/Exempt   _X__ Hourly/Non-Exempt
_X__Full Time   ___ Part Time

Revision Date: __September 20, 2024_____

OBJECTIVE

The Administrative Assistant for Catholic Charities will have a commitment to the mission of Catholic Charities and provide clerical and technical support for a variety of ministries and programs including Social Justice and Life, Social Service and Impact, and Fundraising and Development. As a primary contact for incoming calls, the Administrative Assistant will possess a special sensitivity and maturity while demonstrating a working knowledge of diocesan and community-based resources.

PRINCIPAL RESPONSIBILITIES

The essential functions of the position include but are not limited to the following:

- Receive incoming calls with sensitivity, provide referrals when appropriate, and follow through on requests for information
- Maintain and utilize database software to track incoming information, process donations, mail acknowledgments, generate mailing lists, and provide statistical and financial reports as needed
- Provide support to offices for budget and financial tracking, event planning, bulk mailings, supply ordering, and other clerical support as assigned
- Communicate various information to the accounting service provider and reconcile monthly reports
- Provide audio-visual support and resources to supplement programs and workshops
- Prepare agendas and related correspondence to the Catholic Charities Board of Directors as well as support for practical arrangements for board meetings, retreats, and leadership team meetings
- Coordinate and compile reports and other practical arrangements for the Meetings of the Members for all affiliate agencies
- Perform other duties as assigned by the supervisor

QUALIFICATIONS

Education:

High school diploma or equivalent required. Training in specialized office procedures and computer skills preferred. Post-secondary studies or degree a plus.

Experience:

A minimum of 3 years' experience as receptionist, clerk, or administrative assistant using Microsoft Office software is preferred.

COMPETENCIES

- Ability to view the position as a ministry to God's people
- Ability to demonstrate qualities of professionalism and maturity in the workplace
- Excellent computer knowledge of PC system procedures and ability to carry out written or verbal instructions
- Proficiency in Microsoft Office Suite, including Word, Excel, and Outlook
- Experience with specialized computer applications such as donor management software
- Strong attention to detail and accuracy in written and mathematical tasks
- Ability to prioritize work and handle multiple tasks in support of several programs with minimal supervision
- Strong analytical skills to problem solve and arrive at decisions
- Willingness to learn specialized audio-visual equipment