

## Administrative Assistant

Catholic Charities of the Diocese of Erie, Inc. (Catholic Charities) is looking for an Administrative Assistant. Catholic Charities is a ministry of outreach rooted in the dignity of the human person which serves individuals and families in need, advocates for just social structures, and urges the Church and all people of good will to work toward the common good. As the Erie Diocese's charitable arm, Catholic Charities brings help, hope, and healing to those in need throughout thirteen counties in northwestern Pennsylvania. Reporting to Catholic Charities' Executive Director, this position provides clerical and technical support for a variety of ministries and programs including Social Justice and Life, Social Service and Impact, and Fundraising and Development.

## Qualifications

- High school diploma or equivalent required.
- A minimum of 3 years of experience as receptionist, clerk, or administrative assistant using Microsoft Office software is preferred.
- Post-secondary studies or degree a plus.

## To Apply

For best consideration, please apply by October 11, 2024. Applications will be accepted until the position is filled.

Applicants must submit a cover letter, résumé, certifications, references, and a signed and completed job application form in one of two ways:

1. Email all materials to [HR@CCIncErie.org](mailto:HR@CCIncErie.org) (Application form must be printed, completed, signed, and scanned.)
2. Mail to Catholic Charities Search, 429 East Grandview Boulevard, Erie, PA 16504