

Chancery Administrative Assistant

The Chancery Office of the Diocese of Erie is seeking one individual to provide a professional level of administrative support. The successful candidate will also be responsible for special projects in the Chancery Office.

Key responsibilities of the successful candidate include but are not limited to the following. The successful candidate:

- Must have the ability to communicate professionally and politely with those who contact the administrative offices of the Diocese of Erie.
- Is expected to compose, proofread, and format letters and other correspondence.
- Processes invoices, receipts, and cash expense reports.
- Prepares correspondence for the signature of the Bishop, Vicar General, Chancellor or Vice Chancellor as required.

For best consideration, please apply by February 28, 2025. Applications will be accepted until the position is filled. Full position profile and application may be found at <https://www.eriecd.org/employment.html>. Applicants must submit a cover letter, resume, references and a signed and completed job application form in one of two ways:

- 1) Email all materials to: hrinfo@eriecd.org . (Application form must be completed, signed and scanned.)
- 2) Mail to HR, Attn: Chancery - Administrative search, 429 East Grandview Blvd., Erie, PA 16504