

Diocese of Erie

St. Mark Catholic Center
Position Profile

Job Title: Chancery Administrative Assistant
Department: Chancery
Location: Erie (SMCC).
Reports to: Vice-Chancellor
Cabinet: Chancellor
Classification: Hourly
FLSA: Non-Exempt; Full-Time
Budget: 00
Date Created: 1/24/2025

PURPOSE/OBJECTIVE:

Provides professional level of administrative support and responsibility for special projects in the Chancery office of the Diocese of Erie.

RESPONSIBILITIES:

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

- Provide administrative assistant support to the Chancery offices - managing telephone, print and electronic correspondence.
- Treats all information received or learned in the office concerning diocesan business, persons, or individual clergy files with the strictest confidentiality.
- Facilitates communication and correspondence. Communicates professionally and politely with those who contact administrative offices.
- Composes, proofreads, and formats letters and other correspondence.
- Processes invoices, receipts, and cash expense reports.
- Maintains and catalogs documents and correspondence. Provides administrative assistance to the Archives as needed. Maintains ordination records.
- Reserves meeting rooms and facilitates Chancery guests coming to St. Mark Catholic Center.
- Serves as a back-up to Administrative Assistant for the Office of the Bishop and Office of Clergy Personnel when needed.
- Prepares correspondence for the signature of the Bishop, Vicar General, Chancellor or Vice Chancellor as required.

QUALIFICATIONS:

Education:

Minimum Associate's degree with administrative assistant or business experience. Bachelor's degree preferred.

Experience:

Minimum three (3) years' experience as an administrative assistant or similar role. Event-planning experience a plus.

COMPETENCIES/SKILLS:

- Be a practicing Catholic in good-standing with the Church.
- Professional writing, communication, and interpersonal skills.
- A general understanding of computer related functions, such as electronic media presentation methods and techniques.
- Experience with special event planning (such as conferences, dinners, etc.)
- Excellent ability to work collaboratively and as a team member with other colleagues.
- Flexibility and ability to manage multiple projects simultaneously.
- Office and time-management skills, good organizational skills.
- Capable of working through projects with accuracy and minimal supervision.
- Knowledge in the operation of the Ministry Platform software is a bonus.

INTERFACE

- INTERNAL
 - Daily communication with Chancellor, Vice-Chancellor, and Assistant Chancellor
- EXTERNAL
 - Occasional communication with pastors, priests, and principals and other persons who need information from the Chancery.

PHYSICAL CAPABILITIES/WORK ENVIRONMENT:

Work in relatively quiet office environment; must be able to hear phone calls and respond; must be able to lift up to 20 pounds.

Supervisor

Date

Incumbent

Date