

Full-time position for Administrative Assistant – Matrimonial Concerns and Tribunal

The Diocese of Erie is seeking an organized and focused individual to provide administrative support to the Matrimonial Concerns and Tribunal Department. The basic responsibilities of the position are: to forward calls and take messages for department members; create reports; schedule conference rooms and interviews; process departmental paperwork; transcribe interviews and other information as needed; and to create, process and maintain information and records in electronic devices and applications.

Required qualifications include:

- High School diploma required; additional business training preferred.
- Minimum of five (5) years of experience as an administrative assistant is preferred.
- Demonstrated communications skills.
- Basic knowledge and skills in the operation of Word, Excel, Access, and other computer programs used in job performance.
- Ability to observe confidentiality which is necessary due to the nature of the ministry of the Tribunal Office.
- Ability to work closely and effectively with others.
- Careful attention to detail and ability to understand and correctly execute the many steps and aspects of Tribunal procedures simultaneously with minimal supervision.
- Basic understanding and appreciation of the Church's teachings on marriage and their application to the process for a declaration of nullity.
- Practicing Catholic in good standing with the Catholic Church.

To Apply:

For best consideration, please apply by **July 26, 2024**. Applications will be accepted until the position is filled. Full position profile and application may be found at <https://www.eriescd.org/employment.html>.

Applicants must submit a cover letter, resume, certifications, references and a signed and completed job Application Form in one of two ways:

- 1) Email all materials to: hrinfo@eriescd.org. (Application form must be scanned, completed, signed, and scanned.)
- 2) Mail to HR, Attn: Administrative Assistant – Matrimonial Concerns and Tribunal Search, 429 East Grandview Blvd., Erie, PA 16504