

## **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 **December 6, 2024**. Applications will be accepted until the position is filled. Full position profile and application may be found at <https://www.eriercd.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@eriercd.org](mailto:hrinfo@eriercd.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