

Job Title: Administrative Assistant (Part-Time Position)
Department: Faith Formation
Location: Erie (SMCC);
Reports to: Executive Director of Faith Formation
Cabinet: Deacon Stephen Washek
Classification: Hourly
FLSA: Non-Exempt
Budget: 00538
Date Created: 12/7/20 (updated)

Job purpose

The part-time Administrative Assistant for Faith Formation will work collaboratively with all directors in Faith Formation. This person welcomes individuals as they enter the department or via telephone as they request information in a professional and friendly manner. The Administrative Assistant will have a working knowledge of the diocesan structure of all Faith Formation offices and programs.

Duties and responsibilities

- Develops brochures, educational resources and support for workshops, programs and other events.
- Supports the directors of Faith Formation in organizing events and programs, (engagement encounter, pre-cana, family fest, etc.)
- Attends weekly staff meetings when scheduled and takes minutes when appropriate.
- Answers the main telephone in professional and friendly manner.
- Prepares lists and items for bulk mailings.
- Provides support for other major events, programs and workshops.
- Processes accounts payables.
- Processes reimbursements.
- Serve as back a up for the Full Time Administrative Assistant for Faith Formation when needed.
- Performs other duties as assigned by supervisor.

Qualifications

Education:

A minimum of a high school education, training in specialized office procedures and computer skills and three years of office experienced required.

Experience:

Excellent communication, office telephone and computer skills in Microsoft Office Software.

Skills:

- Ability to view the position as a Ministry to God's people.
- Knowledge of Computer systems and procedures, control commands and back-up procedures, must have knowledge of various Microsoft programs, and ability to learn specialized software (SALSA).
- Ability to prioritize work and handle multiple tasks simultaneously with minimal supervision.
- Strong attention to detail and accuracy.

- Analytical skills to problem solve and arrive at decisions.
- Ability to work on a team.
- Creativity and ability to synthesize and convey educational content through developmental print and online resources.

Working conditions

Work may involve evenings and weekends.

Physical requirements

This position requires the ability to lift up to 10 pounds, as well as sit at desk and answer phones.

Direct reports

Executive Director of Faith Formation.
Director of Faith Formation for Marriage and Family Life.
Director of Faith Formation for Young Adult and Youth Ministry.
Director of Faith Formation for Parish Support.
Director of Faith Formation for Catechesis and Sacraments.

Approved by:	
Date approved:	
Reviewed:	