

Administrative Assistant
Office of Evangelization & Faith Formation
(Full-Time, Non-Exempt)

INCUMBENT:

SUPERVISOR: Graciela Garza-Ayala, Director

PURPOSE: This position provides administrative and secretarial support to the office of Evangelization & Faith Formation.

CONTEXT: This position is an extension of the Bishop's Ministry. The incumbent must have a willingness and ability to support the Mission of the Universal and Local Roman Catholic Church.

MAJOR RESPONSIBILITIES:

1. Assures a timely and accurate receipt of calls, messages, emails and visitors. Incumbent responds to telephone inquiries, questions and email messages, and schedules appointments. Incumbent initiates and makes calls on behalf of the Director. Incumbent must be able to communicate in English and Spanish. Incumbent maintains and orders office supplies.
2. Assures memos, letters, minutes, reports, program materials and other correspondence is typed, transcribed, and proofread in a timely and accurate manner. Incumbent also creates memos and letters at the request of the Director and ensures all materials are in both English and Spanish.
3. Incumbent maintains the Evangelization & Faith Formation and Facebook webpages updated. Assures all material and communications, including virtual, are prepared in both English and Spanish.
4. Incumbent maintains and prepares annual parish faith formation records and other statistical and demographic reports; assists in preparing requests for information, receives and tabulates data and prepares written document. Incumbent also maintains department expenses & revenues and assists in preparation of annual budget.
5. Assists the Director in planning, implementing and evaluating annual and other events including virtual events. Incumbent prepares all materials, bulk mailings, processes registrations, maintains database of all information for the events, troubleshoots questions and concerns and receives and records registration fees and assures all funds are forwarded to the Accounting office.

6. Assists the Director in preparing for various meetings such as the Parish Catechetical Leader's meetings and other committee meetings, both in-person and virtual. Incumbent provides hospitality, takes minutes, and prepares information as needed.
7. Incumbent creates announcements, flyers, memos, brochures, etc. for events, specialization courses, retreats, and on-going faith formation workshops.
8. Maintains a current level of knowledge and skills required to effectively serve in this position. This is accomplished by participation or membership in appropriate professional associations, by attending workshops or classes, by networking with diocesan colleagues, and through subscriptions to appropriate publications.

QUALIFICATIONS:

1. High school degree or equivalent; 2-4 years of college or certification preferable.
2. 4-5 years of demonstrated successful office experience, with the ability to multi-task.
3. Excellent verbal, comprehension and written bi-lingual communication skills (English and Spanish). Ability to translate written documents from English to Spanish and from Spanish to English.
4. Ability to work collaboratively yet independently.
5. Demonstrated competence in planning and organizing major events.
6. Competence in Microsoft 365 and Office, and Facebook. Experience with Zoom, Flocknote, Google docs, Canva, In-Design, Adobe preferred. Knowledge and/or use of various electronic devices is a plus.
7. Open to work occasional evenings and weekends.

APPROVED:

Incumbent: _____

Date: _____

Supervisor: _____

Date: _____

Director: _____

Date: _____

(If different from Supervisor)

Human Resources: _____

Date: _____