

Diocese of Stockton
Offices for Worship, Music, Christian Initiation (RCIA), Life and Dignity
Administrative Assistant II
(Non-Exempt, Part-time 21 hours per week)

INCUMBENT: N/A
SUPERVISOR: **Director, Worship, Music and Christian Initiation**
Director, Life and Dignity

I. POSITION PURPOSE

Provides administrative and logistical support to two directors in the Diocesan Pastoral Center: the Office for Worship, Music and Christian Initiation (RCIA), and Office for Life and Dignity. This is a fast paced role that supports the ongoing, daily tasks of office management as well as large and small events that take place throughout the year (at least 10 per year). Attention to detail and the ability to focus on the task at hand in an open office environment are critical for success.

II. MAJOR JOB RESPONSIBILITIES:

- A. Provide administrative and secretarial support for two Ministry Directors. This includes answering phones, checking voicemail, word processing, scheduling appointments, scheduling meeting and event space, completing research, and preparing reports. May attend various meetings to record meeting minutes.
- B. Process invoices, payments and supply orders. Support expense report preparation and monthly budget reconciliation for three departmental budgets.
- C. Support event management for meetings, retreats and training sessions, including securing facilities, event registration, invoicing participants, agenda and minutes distribution, hospitality preparation, getting keys, space set-up and clean up, and occasionally being present for night and weekend events at various sites.
- D. Produce flyers, brochures, bulletin announcements and online advertisements for a wide variety of events, both in print and digital format suitable to printing, website and social media distribution, including appropriate selection of graphics and precision editing.
- E. Prepare worship aids for diocesan liturgies. Gather and edit the content and layout in a timely manner. Oversee printing. Manages the reprint licenses for the Diocese of Stockton for liturgical music, and ensures accurate and timely reporting of usage.

- F. Manage the library and storage of liturgical music, books for book sales, art and environment items, retreat supplies and hospitality items for diocesan liturgies, liturgical trainings, meetings, retreats and events.
- G. Manage record-keeping relative to office ministries. Ensures accurate lists of ministers and means of contacting them in the various areas. Keep ministry contact information current in office systems and in ParishSOFT.
- H. Process orders, invoices, payments and sales tax reporting for book sales.
- I. Maintain office sections of the diocesan website.
- J. Coordinate the volunteers for office events.

III. EXPECTED QUALITIES AND QUALIFICATIONS

- a) Baptized and active member of a Catholic parish faith community.
Commitment to the Mission of the Diocese of Stockton.
- b) Strong computer skills; able to word process at 50 wpm and maintain database systems. Intermediate level skill at MS Word, Excel, Publisher, PowerPoint as well as Adobe InDesign. Ability to work well with online systems including Google Docs/Forms. Knowledge of ParishSOFT preferred but not required.
- c) Strong bookkeeping skills.
- d) At least 5 years successful experience managing office systems with demonstrated competence in records management.
- e) Intellectual curiosity to want to grow in knowledge and understanding of the faith, the ministries and the work of these offices.
- f) Excellent oral and written communication skills.
- g) Ability to recruit, supervise, motivate and support volunteers.
- h) Able to work independently to complete assigned projects.
- i) Able to prioritize immediate needs with ongoing work.
- j) Able to balance multiple projects and priorities.
- k) Demonstrated ability to recognize and honor diversity within the church community.
- l) Able to honor and maintain confidentiality.
- m) Able to work occasional evening/weekend hours.
- n) Able to physically stand for up to six hours at a time, walk for up to four hours, lift and carry up to 50 pounds. Ability to set-up and clean-up for liturgies, trainings, events, retreats and meetings.
- o) Bi-lingual, bi-literate English/Spanish preferred.