



# Diocesan Administrative Assistant

## Job Description – September 2025

### OVERVIEW

- **Role:** Support the Lay Canon to the Ordinary, Bishop, and other diocesan staff in managing the administration of the diocesan office. Support the clergy and congregations of the Diocese.
- **Status:** Part-time, 20 hours per week
- **Supervisor:** Lay Canon to the Ordinary
- **Requirements:** This position requires mostly on-site/in-person office time. The majority of work is done sitting or standing at a desk using a laptop.

### SKILLS

- High capacity for administrative structure, workflow, details, and organization
- Strong communication skills and a respectful communication style (electronically and in-person)
- Adaptable to change and able to shift tasks on a regular basis
- Self-motivated and strong work ethic
- Collaborative with strong problem-solving ability
- Strong working knowledge of Microsoft Office, Google, and file sharing are required
- Additional helpful but not required experience:
  - QuickBooks Accounting
  - Web-based communication applications e.g. MailChimp or WordPress
  - Building electronic forms
  - Polished writing and editing skills also helpful

### DUTIES *(the following summary of duties is not a complete, comprehensive list)*

- Administrative
  - Primary first contact via email and phone
  - Filing
  - Oversee calendar scheduling
  - Tracking various requirements and responsibilities regarding trainings, background checks, credentialing
  - Policy maintenance
  - Keep electronic file sharing current
  - Attend meetings, in-person and virtual, as needed
- Logistical planning and preparation for:
  - Diocesan church visits
  - Bishop's travel
  - Confirmations
  - Ordinations
  - Assist with conferences and retreats
  - Gregory House Ministry School onsite classes
- Vestments / Liturgical Elements inventory