



## **DIOCESE OF JOLIET**

### **JOB DESCRIPTION**

**TITLE** Administrative Assistant  
**AGENCY** Office of Youth Formation  
**SUPERVISOR** Director

**JOB SUMMARY** This ministry position serves the administrative support needs of the Associate Directors of the Office of Youth Formation.

#### **DUTIES & RESPONSIBILITIES**

- Works to know the schedules of those in the office and assists with calendaring as needed
- Assists in answering various phone calls and electronic communication for office staff
- Records all Safe Environment compliance
- Maintains multiple databases for Child and Teen Formation
- Coordinates registration processes and provides support for events and programs
- Processes payments, billings, and expense reimbursements
- Maintains and updates webpages
- Provides high quality marketing medium and support as requested
- Designs and copy-edits communications
- Compiles data and prepares reports as directed
- Maintains and updates internal filing (electronic and paper)
- Generates copies of printed materials and prepares mailings as needed
- Attends required staff meetings
- Supports the mission, philosophy, objectives and policies of the Roman Catholic Church and the Diocese of Joliet

#### **OTHER DUTIES & RESPONSIBILITIES**

- Provides support to other agencies as approved by supervisor
- Establishes close working relationships with other Administrative Assistants within the Secretariat of Christian Formation.
- Participates in diocesan trainings and formation
- Other duties as assigned

#### **QUALIFICATIONS**

- Minimum High School Education required
- Bilingual in English and Spanish desired
- Previous Administrative/Secretarial experience desired
- High competence in social media, web page editing, digital marketing, and graphic design is a plus
- Competency with computer programs such as: Microsoft Word (including Mail Merge), Outlook, Excel, Publisher, PowerPoint, Access, Google Calendar, etc. is required
- Must have excellent attention to detail and organization
- Must have good public relation skills and must be able to maintain confidentiality.
- Works to have a deeper understanding of and appreciation for evangelization, discipleship, and formation; reflecting the heart of a disciple in all he/she does
- Must support the mission, philosophy, objectives and policies of the Roman Catholic Church and the Diocese of Joliet

**WORKING CONDITIONS**

This is a part-time un-benefited N-4 non-exempt position. Up to 29 hours weekly with the possibility of flexibility in schedule.

Applicants meeting the necessary qualifications may apply by submitting a cover letter, resume and salary requirement to: [humanresources@dioceseofjoliet.org](mailto:humanresources@dioceseofjoliet.org)