

JOB DESCRIPTION

Diocese of Orange, Pastoral Center

POSITION TITLE: Administrative Assistant

FLSA STATUS: Non-exempt.

DEPARTMENT: Office of Evangelization and Formation

REPORTS TO: Program Coordinator, Evangelization and Faith Formation

SUPERVISORY RESPONSIBILITY: None

INTERNAL/EXTERNAL CONTACTS:

PRIMARY PURPOSE:

The Administrative Assistant contributes to the day-to-day operations of the Office of Evangelization and Formation, supports management, other staff, faculty, and students.

EDUCATION & EXPERIENCE:

REQUIRED:

- Fluency in English and Spanish with strong communication skills, both oral and written. Minimum two years' work experience, preferably in a Church or ministry setting.
- Ability to multi-task and work both independently and collaboratively.
- Strong organizational skills.
- Dedicated team player with demonstrated interpersonal skills and experience maintaining effective working relationships.
- Proficiency in Microsoft Office (Word, Excel, Outlook, Publisher, etc.) and Database Management.
- Ability to work weekends and evenings as needed.

DESIRED:

- Bachelor's Degree in Theology, Religious Studies or Education (or other related field)
- Advanced Certification preferred or in process.

ESSENTIAL FUNCTIONS:

- Provide administrative/secretarial support, to the directors in the Office of Evangelization by managing projects within scope of authority and responsibility.
- To serve as a primary receptionist for Office of Evangelization (Including Parish Evangelization and Faith Formation and Youth Ministry as needed) in screening calls, answering questions and resolving problems within scope of authority and responsibility. Responsibility for responding to issues with enrollment/registration and certification through Emmaus Institute both in person classes and online platform.
- Communicate clearly with students, faculty, parish administrators, Pastoral Center, and other stakeholders, by phone, email, and in person.
- Organize and accurately manage student files with a strict level of confidentiality.
- Establish and maintain constant communication with contact person(s) and instructors for all off-site programs.
- Assist with facility reservations, set-ups, material preparation, process registrations, evaluations and attendance lists for classes and events.
- Process and record tuition payments.
- Maintain organized electronic filing system for administrative and student record.
- Prioritize daily and weekly tasks by assessing situations to determine urgency.
- Perform other duties as assigned by the Director.

OTHER TASKS:

- Give courteous service to all the students & instructors that come into contact with Emmaus Institute.
- Process and record student tuition payments via credit card, cash or check
- Maintain accurate records of students on database
- Coordinator instructor contracts and materials for their classes
- Scan & upload class attendance lists, evaluation forms and send evaluations to faculty at the end of each class.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical Working Conditions:	Typical office environment: occasional visits to offsite classes to give information and promote Institute programs.
Equipment Used:	Basic computer equipment, keyboard, mouse, laptop, telephone, copier, facsimile, calculator, multimedia projector, scanners and paper shredder.
Essential Physical Tasks:	Communicate, move, remain stationary, reach, and occasionally carry materials as needed weighing up to 30 lbs.