

JOB DESCRIPTION

Diocese of Orange, Pastoral Center

POSITION TITLE:	Administrative Assistant
JOB CLASSIFICATION:	Non-Exempt/ Full-time/Temporary 90-120 days
DEPARTMENT/PROGRAM:	Parish Evangelization & Faith Formation
REPORTS TO:	Director of Parish Evangelization & Faith Formation
SCHEDULE:	Mon-Fri, 8 am-5 pm, with some flexibility for occasional evening/weekend events
PAY RANGE:	\$22 to \$28 per hour Based on experience, education, and qualifications.

Summary:

We are seeking a versatile individual to fill the role of Administrative Assistant. The ideal candidate will possess strong organizational skills, attention to detail, and a friendly demeanor. The Administrative Assistant contributes to the day-to-day operations of the Office of Evangelization and Formation and supports management, other staff, faculty, and students.

Responsibilities:

- Provide general administrative/secretarial support (managing emails, answering phone calls, creating flyers) for OEFF team.
- Organize and accurately manage student files with a strict level of confidentiality.
- Establish and maintain consistent communication with contact person(s) and instructors for off-site programs as needed.
- Assist with facility reservations, set-ups, material preparation, process registrations, evaluations, and attendance lists for classes and events.
- Assist in maintaining student records.
- Process and record transactions, including cash, credit, and debit payments, issue receipts, and submit billings for payments of faculty and vendors.
- Assist in maintaining accurate financial records and documentation.

Perform other duties as assigned by the Director.

Qualifications:

- Bilingual, English/Spanish.
- High school diploma or equivalent; additional education or certification in administration or accounting is a plus.
- Proven experience in both administrative support and cashiering roles preferred.
- Intermediate proficiency in Microsoft Office suite (Word, Excel, Outlook) and familiarity with office equipment.
- Strong communication skills, both written and verbal.
- Excellent organizational and multitasking abilities.
- Ability to work effectively in a fast-paced environment and prioritize tasks.
- Attention to detail and accuracy in handling financial transactions.

- Friendly and professional demeanor with a customer-oriented approach.
- Timely completion of assignments and ability to prioritize.
- Extremely accurate, detail-oriented, and quicklearner.
- Proactive and independent.
- High degree of commitment and adherence to deadlines.
- Strict standards of confidentiality and ethics.
- Commitment to the mission of the Catholic Church.

Preferred:

- Church or non-profit experience.
- Practicing Roman Catholic.

Physical Requirements/Work Environment

- To perform duties of the job, the employee may on a regular basis be required to stand, sit, talk, hear/listen, reach, stoop, kneel, and use hands and fingers to operate a computer, keyboard, count cash, cash register and other office equipment. Close vision requirements apply due to the nature of computer work.

WORK ENVIRONMENT:

Typical Working Conditions:	Office environment
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder.
Essential Physical Tasks:	Verbal communication, movement around the office, remaining stationary, reaching, and occasionally carrying materials weighing up to 30 lbs as needed.