

JOB DESCRIPTION

Diocese of Orange, Pastoral Center

Date Prepared:

Date Issued: January 9, 2018

Date Revised:

Approved By: Deacon Guillermo Torres

Approved By:

POSITION TITLE: Administrative Assistant –Fulltime Position

FLSA STATUS: Non-exempt

DEPARTMENT/PROGRAM: Hispanic Ministry

REPORTS TO: Director, Office for Hispanic Ministry

SUPERVISORY RESPONSIBILITY: None

PRIMARY PURPOSE: The Administrative Assistant contributes to the day-to-day operations of the Office for Hispanic Ministries. One of the primary responsibilities is to assist the Director in planning, prompting and execution of special programs, events and projects; and by providing administrative assistance.

QUALIFICATIONS & EXPERIENCE:

REQUIRED: A strong commitment to excellence and service as evidenced by the following:

- Strong written and verbal communications skills in English and Spanish; ability to interact with and facilitate groups.
- Bilingual English/Spanish.
- Knowledge of the basic principles and practices of office organization, and ability to work without close supervision.
- Ability to coordinate large events with little supervision.
- Ability to work collaboratively with various ministries, ethnic ministries and organizations within the Diocese.
- Proficient in Microsoft Office, including Word, Excel, PowerPoint, Outlook, Publisher and use of internet.
- Basic knowledge of the principles and teachings of the Catholic faith.
- An active member of a parish faith community in good standing with the church.
- Valid California Driver's License and appropriate level of automobile insurance coverage.

DESIRED:

- Bachelor's degree.
- Basic knowledge of the Diocese of Orange Ecclesial Structure.
- Basic and/or Advanced Certification (formerly known as Master Catechist Certification).
- Experience in Access and web page development and revisions.

EQUIPMENT OPERATED: Telephone, personal computer, fax machine, copier(s), scanners, paper shredder, calculator, and automobile.

ESSENTIAL FUNCTIONS:

1. Maintain close communication with director, other departments, and constituencies; ability to be a team player.
2. Excellent time management skills; attention to detail; the capacity to prioritize by assessing situations to determine urgency and ability to undertake self-directed tasks when necessary.
3. Use organization tools to ease the daily job duties.
4. Makes room reservations through the Department of Facilities for events, trainings, and meetings.
5. Maintains an organized and accurate electronic filing system.
6. Develops, organizes and prepares statistical reports for events' evaluations and surveys.
7. Works closely with Director on planning, coordination and execution of Diocesan events and, other events, in collaboration with Lay Associations and Civic Organizations:
 - Encourages and arranges for parish participation; develops event flyers and global emails; promotes events on Diocesan website and Office for Hispanic Ministry Facebook Page.
 - Handles financial affairs and funds involved in departmental events.
 - Recruits volunteers for department and shared events.
 - Works on day of events to coordinate final preparations and ensure smooth execution.
8. Develops and maintains Hispanic Ministries' Web page and other material:
 - Develops, posts content and maintains Hispanic Ministries and Diocesan resources for Hispanic Catholics on the web-page.
 - Develops and posts content on main Diocesan webpage about events and programs being conducted by the department.
 - Assesses and manages printed materials, as well as production and distribution of prayer cards, booklets and posters.
9. Maintains budget records to track expenditures and assist in development annual fiscal year's budget.
10. Performs other work-related duties, as assigned.