

# Diocese of Sacramento

## JOB DESCRIPTION

**DEPARTMENT:** Evangelization and Catechesis

**POSITION:** Administrative Assistant

**CATEGORY:** Non-exempt Full-Time 35 hours / week

**SUPERVISOR:** Director, Department of Evangelization and Catechesis

### JOB SUMMARY:

This position works as part of a pool to provide administrative support for all DEC events, programs, workshops, and activities.

### ESSENTIAL FUNCTIONS:

- Welcome and assist all office clients and visitors.
- Answer all incoming calls to the DEC department and act as a resource when able
- Handle all incoming/outgoing mail for the DEC department
- Register individuals for DEC workshops, events, programs, etc.
- Provide registration materials (name tags, class lists, financial forms, etc) for DEC activities
- Perform secretarial tasks for assigned ministry areas as designated by the department director
- Create brochures, flyers, bulletins, labels, etc
- Operate pastoral center machinery, i.e. copier, fax, brochure folder, scanner, postage, etc.
- Coordinate meetings, appointments, events and other similar activities which may include the setup and/or break down of room and providing hospitality (coffee set-up, food items, etc).
- Prepare documents, keep records, and create and maintain databases using Access and Excel
- Provide back-up and support for front reception when needed
- Take on additional tasks as requested by the Department Director

### MINIMUM QUALIFICATIONS:

**Education:** High School Graduation or Equivalent

### Skills / Knowledge:

- Bilingual; Ability to communicate effectively in oral and written form in both English and Spanish
- Excellent computer skills, especially with Microsoft Office Suite;
- Excellent phone skills and organizational skills,
- Ability to set priorities, organize work and handle multiple assignments consecutively;
- Ability to work in a faced-paced, team-oriented environment.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE