

Diocese of Sacramento

JOB DESCRIPTION

Department: Office of Family and Faith Formation (OFFF)

Position: Administrative Assistant

Category: Non-exempt, Full-time 35 hours/ week

Supervisor: Director, Office of Family and Faith Formation

Job Summary: The Administrative Assistant provides administrative support for all OFFF certification programs, workshops, and events, as well as helps to facilitate the Office's work of providing support to the 102 parishes in the Diocese of Sacramento. The Administrative Assistant also acts as a resource for the office by having thorough knowledge of policies, procedures, and tools used to promote a renewal in faith formation and family life ministries.

Essential Functions:

- Welcome and assist all office visitors.
- Answer all incoming phone calls, route callers to the appropriate party, and act as a resource when needed.
- Collect and disperse all incoming and outgoing mail for the department.
- Process applications for catechist certifications.
- Collaborate with the Safe Environment office to verify that applicant seeking catechist certifications are safe environment compliant.
- Schedule meetings and compose meeting minutes.
- Provide back-up support for reception staff.
- Provide set-up and break-down of office meetings and events.
- Input and maintain information in diocesan database.
- Provide registration material for office events and meetings.
- Assist people with registration for various events, programs, and workshops.
- Maintain the department calendar.
- Collect payments for event and deposit into appropriate accounts.
- Create monthly financial reports.
- Create and disperse invoices before and after events.
- Promote office events and news through various social media sites including Facebook, Instagram, and Twitter.
- Take on additional task as requested by department director.

Minimum Qualifications:

Education: A.A. or Equivalent (Required); B.A. or Equivalent (Preferred)

Skills: excellent computer skills, excellent phone skills and organizational skills, ability to communicate effectively in oral and written form both in English and Spanish, ability to set priorities and organize work while handling multiple assignments, able to work in team oriented environment, knowledge of various software applications (Salesforce, Eventbrite, and Formstack), experience creating and publishing content on social media platforms such as Facebook, Twitter, and Instagram