

# Diocese of Sacramento

## JOB DESCRIPTION

**DEPARTMENT:** Office of Youth & Young Adult Ministry / Office of Family & Faith Formation  
**POSITION:** Administrative Assistant  
**CATEGORY:** Non-exempt, Full Time, 35 Hours per Week

**SUPERVISOR:** Director

### **JOB SUMMARY:**

Supports the Director in the administration and organization of a large department, helps coordinators with event planning and coordination, and manages registration and billing for events and programs. Manages weekly news and social media to promote the department and its events and programs. Ideal candidate is high energy, organized, able to juggle many things at once, a team player, loves the Catholic church, loves to learn new things and meet new people every day and is bilingual (English & Spanish).

### **ESSENTIAL FUNCTIONS:**

- **Administrative Support**
  - Greet and assist outside visitors and diocesan staff
  - Answer incoming calls to OYYA/OFFF
  - Distribute incoming mail
  - Process certification applications and certificates
  - Manage and maintain database of ministry leaders and formation students for all programs
- **Event & Program Planning & Coordination**
  - Manage online registration forms for all OYYA/OFFF events and programs including Camp Pendula and Trinity Pines Catholic Center
  - Manage on-site registration and check-in for OYYA/OFFF events, as approved by director
  - Create and provide materials for all OYYA/OFFF events and programs, including but not limited to nametags, sign-in sheets, booklets, worship aids, and evaluations.
  - Manage billing for all OYYA/OFFF events by providing invoices and receipts, and handling all payments by cash, check and online.
- **Social Media Management**
  - Create social media content for OYYA/OFFF accounts
  - Use social media accounts to promote OYYA/OFFF programs and events
  - Gather weekly news items from OYYA/OFFF staff to submit
- **Additional tasks as assigned by the director.**

### **MINIMUM QUALIFICATIONS:**

**Education:** High School Diploma (BA preferred)

**Experience:** Experience in event planning, social media and administrative support, bilingual, English and Spanish

**Skills/ Knowledge:** Excellent computer skills, especially with Microsoft Office Suite; familiarity with social media platforms and best practices in utilizing those platforms; marketing and event planning skills; excellent phone skills and organizational skills, ability to communicate effectively in oral and written form in both English and Spanish using correct spelling, grammar and punctuation; demonstrated ability to set priorities, organize work and handle multiple assignments consecutively; able to work in a team-oriented environment, job involves some evening and weekend work.