

**DIOCESE OF PUEBLO
POSITION DESCRIPTION**

POSITION TITLE: Executive Assistant

IDENTIFYING INFORMATION:

Schedule: Full Time
Status: Exempt
Reports to: Bishop

POSITION SUMMARY

The Executive Assistant provides executive support to the Office of the Bishop with responsibility for the overall efficient and effective operation of the Bishop's office. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the Bishop. The Executive Assistant also serves as a liaison to senior staff; organizes and coordinates the Bishop's outreach and external relations efforts; and oversees special projects. This position will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. This position works closely with the public, outside organizations, businesses, parishes, as well as, various departments within the Pastoral Center to incorporate solidarity into their work and throughout the diocese.

ESSENTIAL DUTIES:

- Administer day-to-day activities of the Bishop's office including office management functions
- Manages an extremely active calendar of appointments and meetings
- Plans, coordinates and ensures the Bishop's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating to the Bishop's time and office
- Works closely and effectively with the Bishop to keep him well informed of upcoming commitments and responsibilities, following up appropriately
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Bishop, including those of a sensitive or confidential nature
- Acts as a "barometer," having a sense for the issues taking place and keeping the Bishop updated
- Prepare materials for daily appointments, meetings and conferences (e.g. agenda, minutes, liturgy plans, briefing documents)
- Provides a bridge for smooth communication between the Bishops Office, Senior Staff and constituents on matters related to the Bishop's programmatic initiatives
- Compose and prepare correspondence, that is sometimes confidential, on behalf of the Bishop including drafting acknowledgement letters and personal correspondence
- Review and respond to a broad range of internal and external communications as well as e-mail from diocese information inbox
- Exercise broad discretion in reviewing information from multiple sources to determine whether legal or ecclesiastical review is necessary
- Draft, edit and review letters to ecclesiastical, legal and civil authorities
- Arranging complex and detailed travel plans (domestic and international), itineraries, agendas; and compiling documents for travel-related meetings, appointments and conferences
- Develop and maintain highly confidential parish, clergy and legal files:

- Ensure accuracy of clergy assignments, incardinations, excardinations, assignments, necrology updates and other confidential clergy information
 - Ensure accuracy of information diocesan statistical information submitted for publication in the Official Catholic Directory and Parish Profiles
 - Ensure appropriate files are moved to the diocesan archives
- Maintain current phone, mailing and email lists for all clergy, seminarians and deacon aspirants
- Maintain the Bishop's personal mailing list and assist in purchasing and mailing cards and gifts
- Promptly submit and track expenses for Bishop's office and residences of (cleaning, lawn service, trash removal, cable bill, etc.)

QUALIFICATIONS:

Education and Experience:

- Bachelor degree in Business Administration or related field
- Five years experience an administrative assistant supporting senior executives and their teams
- Parish or Diocesan work experience helpful but not required
- Must have a clear understanding of acceptable business practices in relationship to church teachings
- Ability to conceptualize his/her administrative and managerial work as ministry and demonstrate/verbalize the function of the job
- Proficient computer skills in MS Office, email and internet as well as various office machinery such as; printer, computer, scanner, fax machine, etc.

Knowledge Skills and Abilities demonstrating application of the following:

- Ability to define problems, collect data, establish facts, and draw valid conclusions, involving a few concrete variables in standardized situations
- Ability to exercise very high level of discretion and confidentiality, necessitating considerable use of tact, diplomacy, discretion, professionalism and independent judgment
- Demonstrated ability to professionally and calmly respond to changing situations in a flexible manner
- Ability to use institutional knowledge to meet current needs and complete assignments within the established time frame.
- The work product requires a high degree of accuracy, organization, follow-through and problem solving
- Must be self-directed and able to plan, prioritize and coordinate a variety of on-going projects simultaneously
- Ability to communicate effectively both verbally and in written form with a professional and positive attitude and the ability to represent the Diocese (understand, explain and answer questions related to events)
- Willingness to support new technologies and maintain keep abreast of up-to-date technologies on computer, mobile phone, and other platforms
- Fully proficient in using contemporary office software applications, including word processing, spreadsheets, MS Office, email, internet
- Knowledge of the operation of diocesan deaneries, parish structures and operations preferred
- Fluency in English and Spanish a plus

Supervisory Responsibility:

- No supervisory responsibilities for this position

Work Environment and Required Activities:

- This position is in a general office setting
- Days and hours of work are generally Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional weekend or evening work is required.
- Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office environment
- Ability to sit or stand for long periods of time using various office machinery
- Repetitive motion activities; data entry/keyboarding
- Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying

Physical demands:

- While performing the duties of this job,
 - the incumbent is regularly required to sit for extended periods of time, use hands in repetitive motion tasks, handle objects and talk or hear. The incumbent is occasionally required to stand or move about and reach with hands and arms. Vision abilities required include close vision, depth perception and ability to adjust focus.
 - the incumbent is continuously required to be alert, remember a significant amount of details, concentrate, exercise judgment, read, write, reason, and take initiative to start and complete tasks, and exercise patience. It is also frequently required to solve problems, analyze situations and apply common sense to resolve issues.

Other Requirements:

- The candidate must be a practicing Roman Catholic and in good standing with the Church
- Must be able to pass a criminal background investigation
- Must have good driving record, current Colorado Driver's License and automobile insurance

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Diocese of Pueblo such that it could embarrass the Church or give rise to scandal. It is expected that all employees respect Roman Catholic doctrine and religious practices. In some cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided. Some positions will require that the incumbent be an active Roman Catholic in good standing with the Church.