

More Than Just a Job, We Offer an Opportunity to Grow Spiritually
The Diocese of Pueblo is seeking an Executive Administrative Assistant

Job Location:	Pueblo, Colorado
Type:	Full time (40 hours per week, Monday - Friday)
FLSA Status:	Non-Exempt
Salary Range:	\$23 - \$28 an hour
Reports To:	Vicar General

About Us

The Diocese of Pueblo is an energetic place of employment filled with strong Catholic faith. We are building the body of Christ through each of our ministries. We empower our team to work spiritually and at their best. If you are a self-motivated individual and interested in growing spirituality and using your talent and experience, come join our team!

Benefits and Perks

We offer a salary range from \$23 - \$28 an hour. We value your work and life balance offering Sick Leave, Paid Holidays, and an annual Christmas Holiday Closure. Daily Mass is celebrated in our beautiful chapel!

What you will be doing

The Executive Administrative Assistant provides administrative support to the Vicar General with responsibility for the overall efficient and effective operation of the Vicar General office. The Executive Administrative Assistant organizes and coordinates the day-to-day activities of the office. This includes preparing correspondence, organizing meeting logistics, working with diocesan legal counsel, overseeing special projects, answering questions from the general public, parishes, and schools. This position requires the ability to work independently on projects, from conception to completion, work under pressure and handle a wide variety of activities and confidential matters with discretion.

Could this opportunity be right for you?
Continue reading for the full job description.

Essential Duties:

- Assist with diocesan events as requested (Chrism Day of Recollection/Chrism Mass; Convocation; Clergy Retreat).
- Assist with the annual United States Conference of Catholic Bishops (USCCB) audit of diocesan compliance with the *Charter for the Protection of Children and Young People*.
- Assist with the annual Center for Applied Research in the Apostolate (CARA) report.
- Collaborate with diocesan personnel on funeral arrangements for priests.
- Supports preparation and filing of Letters of Suitability, Notification of Faculties, identification and celebrant cards.
- Manage meeting logistics and election process for Presbyteral Council, College of Consultors and Diocesan Review Board.

- Maintain records of expiring priest parish appointments, council/board appointments.
- Prepare and mail appointment letters to those serving on councils/boards.
- Maintain archived and active files for the priests and deacons.
- Answer telephone and respond to inquiries via telephone, email and/or mails, and prepare correspondence for the Vicar General.
- Prepare “ad hoc” correspondence for the Vicar General and/or Bishop.
- Prepare clergy Officials announcements.
- Process invoices for payment.
- Update the annual Official Catholic Directory, ORDO and Necrology.
- Serve as a back-up resource for the Office of the Bishop.
- Collaborate with the diocesan attorney on confidential matters, conducting research, review of documents, personnel files, prepare correspondence, and participating in conference calls.
- Serves as first point of contact for the initial intake process regarding issues involving diocesan personnel.

Education and Experience:

- Bachelor’s degree in business administration, human resources, criminal justice, social work, paralegal studies or related field or equivalent work experience
- Three - five years administrative assistant or legal assistant/paralegal experience.
- Experience in law enforcement, civil law, criminal law, social work, human resource, or tribunal experience a plus.
- Proficient computer skills in MS Office, email, and internet as well as various office machinery such as printer, computer, scanner.
- Parish or Diocesan work experience helpful, but not required.

Knowledge Skills and Abilities demonstrating application of the following:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to exercise exceedingly high level of discretion and confidentiality, necessitating considerable use of tact, diplomacy.
- Ability to respond professionally and calmly to changing situations.
- Ability to complete assignments within the established time frame.
- Ability to exercise a high degree of accuracy, organization, follow-through, and problem solving.
- Ability 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.
- Ability to understand, explain, and answer questions related to events.
- Ability to support modern technologies and keep abreast of up-to-date technologies on computers, mobile phones, and other platforms.
- Ability to learn and apply acceptable business practices in relationship to church teachings.
- Ability to conceptualize his/her work as ministry.
- Ability to read, write and speak Spanish are a plus.

Supervisory Responsibility:

- No supervisory responsibilities for this position

Working Environment and Required Activities:

- This is a full-time position.
- Days and hours of work are full-time (40 hours per week, Monday - Friday, 8:00 a.m. to 5:00 p.m.)

- This position is in a general office setting. 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 extended periods of time using various office machinery. Repetitive motion activities; data entry/keyboarding. Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying.

Other Requirements:

- Must be a practicing Roman Catholic in good standing and in full communion with the Church.
- Must 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. 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 however, some positions will require that the incumbent be an active Roman Catholic in good standing and in full communion with the Church.