

## **OFFICE OF HUMAN RESOURCES POSITION DESCRIPTION**

**Position:** Administrative Assistant – Part-Time  
**Department:** Office of Pastoral Ministry with Persons with Disabilities  
**Reports To:** Director for Pastoral Ministry with Persons with Disabilities  
**Classification:**  
**(Exempt or Non Exempt)** Non-Exempt

### **General Description**

The administrative assistant supports the Director for Pastoral Ministry with Persons with Disabilities (PMPD) in the areas of clerical support, public relations, marketing, communication, and organization. The successful candidate will demonstrate a welcoming and compassionate attitude, responsiveness and resourcefulness.

### **Specific Duties/Responsibilities**

The following specific responsibilities are representative of duties required in this position. They may be unilaterally but reasonably changed based on the working environment and departmental needs.

- ✦ Marketing and Communication
  - Assist director with social media postings.
  - Create marketing information for activities and functions of the ministry, including, but not limited to:
    - Inclusive Family Masses
    - Presentations and workshops
    - Meetings and events
  - Assist director with website maintenance and updates
  - Assist director with research regarding areas relevant to the ministry
- ✦ Administration and Organization
  - Assist director with project management for events and programs
  - Maintain database of pastoral activity
  - Assist director with budget tracking for the ministry
  - Assist director with creating and adapting resources to be used with individuals with disabilities and/or parish leaders and parishioners.
  - Creation and editing of digital documents, presentations and spreadsheets as needed.
- ✦ Reception, outreach and follow up
  - Provide welcoming attitude and reception to individuals and parishes who contact PMPD for guidance and/or support
  - Assist director in reaching out to individuals and families living with disabilities and parishes regarding support needs
  - Assist director in following up activity related to the ministry
  - Assist director in collaborative relationships with archdiocesan and parish personnel

### **Qualifications/Skills**

- ✦ Excellent social skills
- ✦ Proficient use of social media

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- ⌘ Proficient in Word, Power Point, Excel and Access
- ⌘ Organized and detail oriented
- ⌘ Sensitive to and respectful of different cultures
- ⌘ Ability to adjust focus and activity based on ministry demands
- ⌘ Ability to express ideas clearly in both written and oral communications
- ⌘ Ability to take direction, as well as work independently when needed
- ⌘ Ability to relate to and work with people in a cooperative/collaborative manner
- ⌘ Familiarity with the dynamics of parish life
- ⌘ Maintain all relevant professional standards including ethics and confidentiality
- ⌘ Proficient in English

### **Preferred Qualifications**

- ⌘ Knowledgeable about Catholic teaching
- ⌘ Catechetical experience
- ⌘ Bi-lingual (English/Spanish)

### **Education and/or Experience**

- ⌘ At least two years experience as an administrative assistant
- ⌘ Personal and/or professional experience with individuals with disabilities and the families and professionals who support them
- ⌘ Education: minimum 2 years of college or AA degree

### **Physical Demands**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.