



Administrative Secretary Secretariat of Cultural Diversity in the Church

Position Description

The Administrative Secretary provides secretarial, clerical and general office support services to the Executive Director and other staff members of the Department of Cultural Diversity in the Church in order to enable effective office operations as they implement programs and projects of the various committees. The Administrative Secretary collaborates with two other support staff members in carrying out similar job responsibilities, and demonstrates shared qualities of effectiveness in all work interactions.

Requirements

Level: H.S. diploma, some secretarial and/or college coursework helpful

Major Field/Specialty: business, liberal arts

Other Specialized Training:

- Knowledge of the Catholic Church structure and hierarchy
- Proficiency with e-mail, Microsoft Word, Excel, PowerPoint, Publisher, and Access software, and ability to work with other computerized database systems, etc.
- Able to operate standard office equipment and machines, FAX, copier, scanner, etc.
- Good verbal and written communication skills
- Good organizational and time management skills
- Dependable, fast learner, respectful attitude, capable of managing stress

Type and Nature of Professional Experience (minimum 1-2 years of experience):

- Experience in working with culturally diverse communities
- Secretarial/clerical experience in a bilingual setting
- Ability to follow policies and procedures

- Good interpersonal skills
- Basic bookkeeping and accounting skills, able to perform intermediate mathematics
- Experience that demonstrates attention to detail, accuracy, follow-through
- Ability to establish work priorities for timely completion of assignments within the broader goals of the department
- Ability to handle confidential information
- Ability to collaborate with peers, colleagues and others to achieve mission goals and objectives