

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: Evangelization and Catechesis

POSITION: Administrative Assistant

CATEGORY: Non-exempt Full-Time 35 hours / week

SUPERVISOR: Director, Department of Evangelization and Catechesis

JOB SUMMARY:

This position provides reception service for the DEC department and administrative support, including Spanish/English translation, to various staff members within DEC.

ESSENTIAL FUNCTIONS:

- Welcome and assist all office clients and visitors.
- Order and maintain office supplies and re-stock inventory when necessary.
- Provide administrative support to Pre-Cana ministry; duties include but not limited to scheduling presenters, hosts and clergy, entering and confirming registrations, preparing materials, collecting payments, printing certificates, ordering and shopping for food and snacks
- Answer all incoming calls to the DEC department and act as a resource when able
- Reception area, individual work area, & supply area kept clean & organized
- Handle all incoming/outgoing mail for the DEC department
- Register individuals for DEC workshops, institutes, etc.
- Perform secretarial duties for those assigned areas as designated by the department director
- Bilingual translator – English to Spanish / Spanish to English
- Create brochures, flyers, bulletins, labels, etc
- Operate pastoral center machinery, i.e. copier, fax, brochure folder, scanner, postage, etc.
- Coordinate meetings, appointments, events and other similar activities for supervisor, which may include the setup and/or break down of room and providing hospitality (coffee set-up, food items, etc).
- Prepare documents, keep records, and create and maintain databases using Access and Excel
- Provide back-up and support for front reception when needed
- Take on additional tasks as requested by the Department Director

MINIMUM QUALIFICATIONS:

Education: High School Graduation or Equivalent

Experience: Two years of successful secretarial experience

Skills / Knowledge: Proficient in Microsoft Office (including Access, Word, Excel, Publisher); excellent phone skills and organizational skills, ability to communicate effectively in oral and written form 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. Fluent in Spanish and English.