



# Catholic Diocese of Evansville

*- The Catholic Church in Southwestern Indiana*

<b>Job Title:</b>	Catholic Schools Office Administrative Assistant
<b>Location:</b>	Catholic Center
<b>Reports To:</b>	Superintendent of Catholic Schools
<b>Employment Type:</b>	Full Time / Hourly Non-Exempt
<b>Last Revised:</b>	May 2024
<b>Start Date:</b>	June 3, 2024

## **Summary:**

The Catholic Schools Office Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports the Catholic Schools Office through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the school practices and procedures.

Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected. Reports to the Superintendent of Catholic Schools.

## **Duties and Responsibilities:**

- Answer and direct phone calls
- Produce and distribute correspondence memos, letters, and forms
- Receive, sort and distribute the mail
- Submit and reconcile expense reports
- Generate reports
- Prepare and monitor invoices
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Maintain professional and technical knowledge.
- Provide information by answering questions and requests
- Organize and schedule meetings and appointments
- Maintain administrative and teacher contact lists
- Assist in the preparation and conduction of meetings
- Book travel arrangements
- Contribute to team effort by accomplishing related results as needed
- Carry out typical administrative duties



# Catholic Diocese of Evansville

*- The Catholic Church in Southwestern Indiana*

- Maintain and update computer and manual filing systems
- Handle sensitive information in a confidential manner
- Take accurate minutes of meetings
- Reply to email, telephone or face to face inquiries
- Develop and update administrative systems to make them more efficient
- Resolve administrative problems
- Copy documents on behalf of Catholic Schools Office staff
- This listing is not an exhaustive list of duties. The superintendent may assign other duties.

## **Qualifications and Requirements:**

- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Ability to multitask and prioritize projects
- Strong organizational and planning skills
- Proficient in Word, Excel, Google, and various social media platforms
- At least five years of experience in the field or in a related area
- High school diploma or equivalent; college degree preferred

Employees shall exhibit in behavior and lifestyle values in accord with Catholic teachings. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville

To apply please send your resume and cover letter to [humanresources@evdio.org](mailto:humanresources@evdio.org)