Administrative Assistant

Catholic Diocese of Green Bay Inc.

PRIMARY RESPONSIBILITIES:
Assists professional staff of the Office of Divine Worship by performing a wide variety of administrative assistant tasks including word processing, liturgy/workshop registrations, assisting with general inquiries regarding liturgy and sacramental formation, document editing/design, gathering of supplies, and database queries while supporting the mission, core values and vision of the Catholic Diocese of Green Bay.

MINIMUM KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED:
"Embrace the mission and vision of the Catholic Diocese of Green Bay and work in accordance with Catholic Social Teachings and the moral and ethical values of the Catholic Church."

- Associates Degree or an equivalent with 2-3 years' experience in an administrative assistant capacity.
- Proficiency in use of variety of computer software programs and ability to learn online applications.
- Comprehensive knowledge of grammar, spelling and punctuation required.
- Competency in keyboard skills.
- Requires advanced level of expertise using MS office software including but not limited to Access, PowerPoint, Word, Excel, Publisher plus experience with various office equipment and processes.
- Proficiency in editing, telephone functions, accurate money handling and customer service.
- Ability to learn on-line applications including online registrations, survey tools, contact management platforms, various social media, and music notation software.
- Ability to handle multiple tasks and interruptions; be detail oriented, be well-organized, work as part of a team, maintain confidentiality.
- Should have a professional demeanor, an ability to communicate effectively and work with various personalities.

PREFERRED:
- Working knowledge of liturgical ministry and/or experience in parish or diocesan ministry
- Experience in design and photo editing

If interested in this position, please send your resume to:
hrcoord@gbdioc.org

These statements are intended to describe the general nature and level of work performed by employees assigned to this job classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.