

The Roman Catholic Diocese of Burlington Central Offices, South Burlington: Administrative Assistant

The Roman Catholic Diocese of Burlington is searching for an experienced Administrative Assistant. This position provides administrative and technical support to Human Resources and Office of Safe Environment Programs (OSEP). The position reports directly to the Chief Human Resources Officer and requires a high-degree of emotional intelligence, professionalism, and confidentiality.

Essential Duties and Responsibilities

- Provides administrative support to the CHRO. This includes timely and accurate assignments, completion of expense reports, maintenance of HR filing systems, maintenance of various databases and ongoing updating of forms/policies. Completes tasks related to general office administration, including answering inquires, managing supplies, drafting documents and correspondence, editing, handling mailings, as well as mass mail distribution as needed and scheduling for conference rooms.
- Answers calls professionally. Acts as “front-line” for employee questions/requests as well as for priests, parishes, schools, residential care homes and volunteers.
- Will understand and adhere to *The Charter for the Protection of Children and Young People* as it relates to this position.
- Assists with the annual process of tracking and filing data which must be submitted as record for the annual OSEP audit.
- Conducts background screenings following all federal and state regulations for the following groups: employees of the Diocese of Burlington; adult volunteers, especially those who work with minors in the diocese; and employees of Vermont Catholic Charities and the residential care homes.
- Responsible for regular maintenance of the background check database for HR and OSEP.
- Manages employee relation events and spearheads the Employee FUN Committee.
- Manages job postings and placement of ads, management of resumes and scheduling of interviews and prepares offer letters.
- Manages and maintains personnel records and employee annual service awards.
- Maintains HR and OSEP web portals ensuring stakeholders have access to the most current information on all forms for new hire paperwork, healthcare, information/forms and all policies and procedures as it relates to the specific sites and entities.
- Enhances services and quality on an ongoing basis through individual efforts and initiatives by participating with colleagues to develop solutions and continuous improvements to processes/procedures, policies and services.

Education and Experience

Bachelor’s degree is preferred and three to five years of progressively responsible related experience; equivalent combination of education and experience may be acceptable to the hiring authority. Possesses the ability to understand and apply federal and state laws, regulations, and compliance requirements. Proficiency in Microsoft Word, Excel, PowerPoint. Knowledge of Microsoft Access and Publisher is a plus. Commitment to the Catholic Church’s teachings and familiarity with the general structure and mission of the Catholic Church is essential. The individual will be a practicing Catholic in accordance with Canon 874 §1, 3 , 4 of the *Code of Canon Law*.

Benefits

The Roman Catholic Diocese of Burlington offers an excellent benefits package to include: medical, dental, vision, 403(b) retirement plan, life insurance, STD/LTD, vacation, discretionary, paid parental leave and compensation based on level of experience.

To apply, please submit your resume to mfoster@vermontcatholic.org