

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

The Office of Pastoral Ministries at the Roman Catholic Diocese of Burlington is looking for an Administrative Assistant to join the team! This position is responsible for administrative support activities for the Office of Pastoral Ministries which includes responsibilities for Evangelization and Catechesis, Divine Worship, Marriage, Family and Respect Life Ministries, and other programs/duties as assigned. The individual in this role will work collaboratively with the Executive Director of Pastoral Ministries and all other departmental staff, and is expected to take initiative ensuring that the tasks are performed within the guidelines below.

## **Essential Duties and Responsibilities**

- Prepares, assist with organizing, maintains records, prepares correspondence and mailings, reports, forms and confirmation for all Department programs and events offered to include but not limited to: Marriage Preparation programs; Vt. Catholic Women's Retreat; Vermont Catholic Men's Conference; Totus Tuus Program; PCL and Catechists Trainings; Respect Life Ministries; department retreats, conferences, and trainings.
- Ensures packets for workshops and programs are prepared in a timely manner. Prepares post-program evaluation reports.
- Maintains electronic files for programs and events within the department's shared files. Maintains mailing and email lists of Diocesan Parishes, Diocesan Priests and Parish Catechetical Leaders (PCL's).
- Maintains registration programs and lists, coordinating all correspondence with registrants for all programs and events, as assigned or directed.
- Processes incoming and outgoing mail in conjunction with other secretarial duties.
- Works in conjunction with department staff to ensure website is up to date on all conferences and events.
- Records all department budgetary expenditures, processes invoices, tracks receipts and produces reports as needed.

## **Minimum Qualifications**

To perform this job successfully, an individual must be able to fulfill each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual will be a practicing Catholic in accordance with Canon 874 §1, 3<sup>o</sup>, 4<sup>o</sup> of the Code of Canon Law.

## **Education and Experience**

Bachelor's degree is preferred and two to five years of progressively responsible related experience; equivalent combination of education and experience may be acceptable to the hiring authority.

To apply, please submit your resume to [plawson@vermontcatholic.org](mailto:plawson@vermontcatholic.org)