



DIOCESE OF SPRINGFIELD IN ILLINOIS Catholic Pastoral Center

Job Title: Administrative Assistant
Division/Department: Office for Property and Buildings, Office for Parish Vitality and Mission Advancement
Reports to: Director, Office for Property and Buildings
Director, Office for Parish Vitality and Mission Advancement
FLSA Status: Non-Exempt
Prepared Date: August 2021 Revised:

Summary

Both the Office for Property and Buildings and the Office for Parish Vitality and Mission Advancement serve the Diocese by providing advice, support, and guidance to parishes to steward the temporal goods of the parish. The Administrative Assistant supports both offices by providing clerical and operational support. This position works with minimal supervision to keep the processes running smoothly and ensure all projects meet appropriate deadlines.

Essential Duties & Responsibilities

Office for Property and Buildings (50%)

- 1) Create and maintain all clerical aspects and files of the office.
 - a) Complete safety inspection reports and facility assessments from onsite inspection notes.
 - b) Review and maintain Real Estate tax bills. Report findings.
 - c) Prepare and send appropriate parish notifications and reports.
 - d) Communicate with parishes, diocesan offices, and committees to receive approvals for building projects.
- 2) Prepares Parish Facility Assessments from field notes and pictures.
- 3) Manages the input of Parish Vitality studies. Gives completed studies to appropriate personnel.
- 4) Act as secretary for Commission for Buildings and Property.
- 5) Perform clerical functions for Commission for the Liturgy.

Office for Parish Vitality and Mission Advancement (50%)

- 6) Organizes aspects of events of Parish Vitality office (parish lunches, deanery meetings, etc.)
- 7) Assist with implementation of the Parish Season of Stewardship effort on an annual basis.
 - a) Track parish sign ups.
 - b) Send information to parishes to promote program.
 - c) Send out program information. Answer questions. Communicate mailings with outside vendors.
- 8) Maintain diocesan donor database.
 - a) Respond to donor inquiries as needed and update donor profiles.
 - b) Send out donor thank you notes on a timely basis and provide donors with year-end tax contribution statements.
- 9) Assist in executing bulk mailings. Stay abreast of new postal rules and regulations on bulk and special mailings.
- 10) Provide administrative support for diocesan appeals, Catholic Schools Campaign, and other appeals.
 - a) Ensure supplies are adequate.
 - b) Enter daily pledges into the donor database.
 - c) Make necessary adjustments or correcting entries.
 - d) Provide necessary reports.

Job Description: Administrative Assistant, OBP, OPVMA

11) Regularly and proficiently utilizes the records management system, Content Manager.

12) Other duties as assigned.

Education And/or Experience

Associates degree or equivalent work experience. 3-5 years work related experience, specifically in data entry

Required Skills, Knowledge and Characteristics

- Must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church.
- Must be able to show evidence of written communications experience.
- Strong oral and written communication skills with attention to accuracy and detail.
- Self-motivated.
- Computer literate with proficiency in Microsoft office, Outlook or other email systems and related database systems.
- Excellent interpersonal skills.
- Demonstrated ability to increase productivity and continuously improve methods and services.
- Commitment to continuous learning.
- Ability to adapt in an environment of constant change.
- Availability for evening and weekend work.
- Valid driver's license.

Physical Demands:

The physical demands of the position are those typically associated with work conducted in an office environment. The position requires the person be able to lift 30 pounds. Must be able to operate a motor vehicle. Work outside of regular office hours and offsite might be required.

Work Environment:

The Diocesan Pastoral Center operates in a smoke-free environment. The employee must be willing to abide by all policies of the Diocese of Springfield in Illinois. The general environment for this position is that commonly associated with a temperature-controlled office setting.

To Apply:

Please send resume and cover letter to Erin Danaher at hr@dio.org. Documentation can also be mailed to:

Catholic Pastoral Center

Attn: Erin Danaher

1615 West Washington

Springfield, IL 62702