

St. Mark Parish

Job Title: Administrative Assistant II

Exemption Status: Non -Exempt

Department/Location: St. Mark the Evangelist Catholic Parish

Primary Function: Under the direction of pastor or other manager is responsible for working independently in providing a wide variety of administrative support activities. The individual is also responsible for providing leadership and for working independently on a variety of administrative projects as assigned.

Essential Duties and Responsibilities:

- Support the pastoral and spiritual mission of the Diocese and the Catholic Church
- Work independently as a lead person and be proactive in providing administrative support as requested
- Works collaboratively in a positive, friendly, and professional manner with all employees and with others served.
- Display leadership, personal initiative, coordinate, facilitate and provide support with timeliness and accuracy; provide administrative support as requested by the executive director; provide support to others as requested
- Maintain and respect the privacy of the persons supported
- Receive and handle in a professional manner, incoming mail, calls and visitors; screen and handle requests for information.
- Prioritize, coordinate and schedule calendar requests; maintain and ensure accuracy of the calendar; coordinate meetings and other functions
- Provide support as necessary to the board of directors; prepare materials, minutes, and maintain all records.
- Prepare reports to the board and the executive director as necessary.
- Perform other duties as assigned
- Be proficient or attain proficiency in various social media strategies.
- Be able to coordinate, schedule and collaborate with volunteers.
- Be able and willing to direct and assist in social media.

Physical/Mental Requirements: Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office environment.

Required Activities: Walking; sitting; standing; stooping, reaching talking, handling, hearing, carrying, and keyboarding

Basic Qualifications:

- Must have a working knowledge of and a strong commitment to the mission of the Diocese and Catholic Church; be in full communion with the Church
- Excellent communications skills, both verbal and written; excellent human relations and interpersonal skills
- Exercise courtesy to fellow employees, parishioners and the general public

- Must be a self-starter; well organized; perform multiple tasks simultaneously and work with a sense of urgency
- Ability to maintain confidentiality
- Ability to work collaboratively in a team environment; punctuality is a must at all times; ability to travel locally as required; weekend and evening work may be required
- Be able to type 50 WPM; be proficient with a 10-key calculator.
- Proficiency in computer technology to include word-processing Word for Windows, and Excel; be able to mail merge excel reports, queries, and text documents. .
- Professional bearing; clean and neat personal appearance
- Ability to successfully pass a background, criminal history, and credit history check

Education and Experience:

- Bachelor degree in business or public administration from an accredited institution or equivalent experience
- Two to five years' experience in a high activity environment as a secretary or administrative assistant or equivalent

Other Preferred Skills and Abilities:

- Bi-lingual (Spanish/English) preferred