

## **Diocese of Rockford Staff Job Description**

**Job Title:** LiFE Office Administrative Assistant

**Reports To:** Director of Pastoral Services, Life and Family Evangelization Office

**FLSA Status:** Non-exempt

**Summary.** Under the supervision of the Director of Life and Family Evangelization Office, the Administrative Assistant manages the office's projects and correspondence and supports the Director, the Coordinator of Marriage Preparation, and the Coordinator of Communications. In addition, the Administrative Assistant, in this ministerial position, fosters the values, principles, doctrines, and teachings of the Catholic Church to individuals they encounter in their daily work. This is a full-time position.

**Supervisory Responsibilities.** None.

### **Illustrative Examples of Essential Functions.**

- Read and analyze all incoming correspondence, emails, and phone calls to determine their significance and process them appropriately.
- Process incoming registrations and payments for all programming and events, including for marriage preparation.
- Prepare materials, packets, agendas, and handouts etc., for office programming, meetings, and events.
- Coordinate regular outgoing correspondence, including registration confirmations.
- Maintain registration and contact information for marriage preparation couples and those attending other programming events.
- Track marriage preparation couples through the marriage preparation process and issues completion certificates. Follow up with couples as necessary.
- Maintain contact information, applications, and supporting documents for the Parish Respect Life Coordinator network, Natural Family Planning teachers, and other groups that the office works with. Assist in identifying and filling gaps in PRLCs and other networks.
- Maintain the office database that is necessary for all functions noted above, including data entry, queries, correspondence, and reports.
- Maintain the LiFE Office calendar, including all events and communication campaigns.
- Reserve rooms, arrange catering, and coordinate other event needs for office events.
- Wrap up office events with all necessary paperwork, check requests, stipends, etc.
- Monitor supplies for programming, events and general office work. Work with staff to order, track and process orders.
- Assist in tracking programming and event costs.
- Assist in on-site event set up and management as needed.
- Assist on-the-road and on-site during the annual bus trip to the March for Life in Springfield, IL, and with other office road trips and pilgrimages.
- Perform bookkeeping duties including depositing payments, paying bills, reconciling office operating account monthly, and preparing annual budget. .

- Perform general administrative duties, such as but not limited to, filing, photocopying, taking and distributing meeting minutes, managing schedules, coordinating travel arrangements, scheduling appointments with internal and external parties, providing back up to switchboard, and distributing correspondence.
- Share and affirm the teachings of the Church, especially regarding marriage and family life, when communicating with engaged couples, and regarding respect life, when communicating with parish respect life coordinators.

**(Core Competencies) Knowledge, Skills, and Abilities.**

- Model the Catholic faith life in actions and words, be a witness of the Gospel to the faith community and the public, and exemplify the teachings of Jesus Christ, so as to bring others to Christ.
- Knowledge of administrative and clerical procedures and systems such as word processing, e-mail, spreadsheets, and managing files and records and other office procedures at a proficient level.
- Proficiency with Microsoft Office applications such as Word, Excel, Access, and Power Point. Proficiency with QuickBooks.
- Ability to communicate effectively, both verbally and in writing, to staff members, departments within the Diocesan Administration Center, parishes, partners and the general public.
- Ability to handle multiple projects/priorities and functions independently
- Strong interpersonal skills, decision-making, collaboration, and teamwork that fosters the Church's mission.
- Knowledge of Church documents, teachings and writings on marriage and the family and life and dignity is a plus.

**Minimum Education and Experience Requirements.**

- Practicing Catholic in good standing.
- High School Diploma or equivalent. Associates degree or higher preferred.
- Three years administrative support in an office setting.
- Experience providing administrative support in a parish or diocese preferred.
- Fluent in speaking and writing in English and Spanish preferred.

**Workload Summary (Special physical requirements necessary for performance of the job).**

- Work is normally performed in a general office setting.
- Work is conducted in a busy office environment.
- This position requires light physical activity and movement.
- Ability to work occasional evenings and weekends, depending on programs and workshops being offered
- Position will require travel to parishes, meeting sites and conferences on a regular basis.

This is a full-time position (40 hours/week), requiring flexibility in scheduling. On-site office hours will be necessary Monday through Friday (between the hours of 8am-5pm). Some evening and weekend work will be required.

All offers of employment are conditional pending background and reference checks and approval to hire.

Applicants may send cover letter and resume to Therese Stahl at:  
[tstahl@rockforddiocese.org](mailto:tstahl@rockforddiocese.org).