ARCHDIOCESE OF SANTA FE
POSITION DESCRIPTION

TITLE: Secretary III, Pastoral Outreach Office

DIVISION: Pastoral Ministries Division

IMMEDIATE SUPERVISOR: Director, Office of Pastoral Outreach

STAFF SUPERVISED: None

STATUS: Non-Exempt - Part Time

WORK CONDITIONS: Normal office environment; lifting of light office equipment and materials, not to exceed 35 lbs.

MAJOR FUNCTIONS AND RESPONSIBILITIES:

Perform assigned secretarial and clerical functions for the Director of the Pastoral Outreach Office. Conscious that the secretary is often the first contact with the office directly, by telephone, or through written correspondence, the secretary is to be gracious, courteous and efficient in all dealings and situations. Because this office serves vulnerable populations, this individual must be adept in maintaining records of clergy, ministers, and volunteers who they encounter. As such, careful and accurate record keeping, and absolute confidentiality are chief requirements and expectations of this position. Must be comfortable with working with vulnerable populations within their environment.

QUALIFICATIONS:

A. Education/Work Experience/Skills and Personal Requirements

- High School graduate with at least one year of post-secondary schooling
- Multilingual proficiency (Spanish and ASL) preferred
- Roman Catholic preferred
- Two years of clerical and secretarial experience
- Computer literate; proficient with Zoom and Microsoft Office programs (Word, Excel & spreadsheets, PowerPoint, Publisher, Teams, etc.)
- Familiar with Social Media platforms
- Type minimum of 40 wpm
- Proficiency with detail work and record keeping a must
- Proven written and verbal communication skills
- Dependability and punctuality
- Demonstrated sensitivity to a multicultural church
- Ability to work well with office Director, staff, coordinators, and chaplains
- Must be able to pass a background check
- Must be Virtus compliant
SPECIFIC DUTIES

1. In work situation and dealings with co-workers and public, adhere to the Mission Statement of the Catholic Center and follow policies and procedures of the Archdiocese, Catholic Center, and Pastoral Ministries Division.

2. Establish and update mailing lists and workgroups for volunteers in various outreach ministries and manage mailings, e-mailings and other communications on a regular basis.

3. Maintain confidentiality and accurate record-keeping of clergy, ministers, and volunteers.

4. Maintain confidentiality and accurate record-keeping of Thresholds volunteers and mentees (returning citizens).

5. Coordinate and manage registrations for the workshops, training events, meetings, appreciation dinners and other gatherings offered by the Pastoral Outreach office.

6. Collate evaluations of events sponsored by the Pastoral Outreach office.

7. Duplicate, collate, and organize materials for mailings, meetings, and workshops.

8. Review office materials, make recommendations for purchase and place orders for materials and office supplies.

9. Prepare submissions approved by the Director for publication in the PMD Express and Mi Casa Su Casa newsletters regarding Pastoral Outreach activities and events. Distribute information electronically to constituents.

10. Maintain the online calendar of events and webpage for the Pastoral Outreach Ministries.

11. Prepare memos, return phone calls, send emails, and edit letters and articles as requested by the director.

12. In the absence of the Director, retrieve messages from voice mail and respond as appropriate.

13. Inventory Control – maintain and oversee the inventory for the Office of Pastoral Outreach.

14. May be called upon, at the discretion of the Director, to perform comparable duties of a similar or related nature or to assist in other areas where the Catholic Center needs require.

Posting date: June 23, 2022
Ending date: July 8, 2022

17.5 hours per week, $14.70 per hour

Please submit application and resume to: csalcido@archdiosf.org or by mail or in-person to 4000 St. Joseph's Pl. NW in Albuquerque, NM 87120