

# **Administrative Assistant to the Director of Communications**

## **Job Description**

**MISSION:** In support of the mission of the Diocese of Stockton, the Office of Communications provides leadership, direction, and support in the area of communications for the Office of the Bishop, the Pastoral Center, Parishes and Schools.

**GENERAL SUMMARY OF ESSENTIAL PURPOSE:** To provide administrative and general secretarial support to the Director for of Communications.

### **ESSENTIAL POSITION DUTIES:**

- Provides administrative support to ensure efficient operation of the office.
- Is self-motivated and able to work independently to achieve the goals of the office.
- Participates with the director and other team members in implementing the mission of the office. This includes planning, implementing, and evaluating the department's programs and services.
- Provides specific administrative support to the Director of Communications. This is accomplished by collecting and organizing information, serving as an information resource to the public, and performing general secretarial support, which includes but is not limited to: completing forms and questionnaires, compiling data reports, tracking department budget, ordering and distributing materials, ex.
- Assures a timely receipt of telephone calls, messages, and screens calls and visitors as necessary. Answers questions and sends information to the general public inquiring about Communications in the Diocese of Stockton.
- Serves as a resource to parishes and schools in responding to inquiries. Refers callers to Director of Communications.
- Provides specific support to the Director of Communications in the coordination and logistics of meetings, trainings, press conferences, parish visits, etc.
- Assists in managing the Diocesan website and keeps website up to date.
- Assists in handling media requests. Will have access to sensitive information and must maintain strict confidentiality where necessary.
- Regularly assures the maintenance and implementation of accurate and current databases.
- Proofreads and translates all material before publication through various media to ensure that all spelling, punctuation, grammar and dates are correct and appropriate.
- Prepares data reports and assists in finding data points.
- Performs any and all other duties as assigned by the supervisor.

**WORK HOURS:** Successful candidates will be required to work 15 hours/week.

### **QUALIFICATIONS:**

Employment is pending completion and passing of a background check.

All candidates possess the following qualifications:

#### **Education and Experience Requirements**

- Minimum of a high school diploma or equivalent education
- Five years of administrative assistant experience
- Knowledge of appropriate software including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Creative Cloud.
- Valid driver's license and current automobile insurance
- Bilingual/ Biliterate (Spanish/English)

#### **Skills / Knowledge**

- Confirms knowledge of the Church's mission in the Diocese of Stockton
- Complies with all workplace policies contained in the Diocese of Stockton Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
- Displays excellent written and verbal communication skills
- Demonstrates proficiency in technology usage and applications
- Demonstrates ability to multitask
- Is able to organize and analyze information

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- Quickly establishes rapport, relates to a variety of personalities and cultures
- Works independently, and maintains strict confidentiality and professional ethics
- Is able to problem solve independently
- Possesses professional temperament and appearance

### **Physical Qualifications**

- Prolonged periods sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at times.

**REPORTS TO:** Director for Communications

**TO APPLY:** Complete [online application](#). Applications will be accepted until the position has been filled. Shortlisted candidates will be asked to submit supporting documents.

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### **STATEMENT OF NON-DISCRIMINATION**

The Diocese of Stockton is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to their race, color, creed, religion, gender, age, national origin, disability, veteran status or any other characteristic protected by law.

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Employee Signature

Date

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Supervisor Signature

Date