



Administrative Assistant, Catechetical Ministry

The Administrative Assistant is responsible for the administrative support of the daily inquiries and programs offered through the Catechetical Ministry Office. ***Work duties include using an array of business software applications with required proficiency in Microsoft Office.***

- Assists in all areas of the catechetical office which may include; Parish Catechetical Leader (PCL) trainings (annual) and meetings (virtual and hybrid), Catechist formation (summer), Annual Catholic Conference (annual), Library & Media Center and the Pastoral Institute (PI) program.
- Responsible for clerical duties which include communicating with visitors, answering the phones, email correspondence, participate in weekly staff meetings, filing, processing mail and financial aspects including check requests and deposits.
- Maintain the documentation of appropriate and updated information pertaining to the Catechetical Ministry programs on the diocesan website.
- Assists with creating flyers, cards, and brochures for classes/courses, trainings, Catechist Formation, Annual Catholic Conference, etc.
- Maintain and update Master Mailing List of contacts and PCL directory as needed.
- Retain and maintain up-to-date attendance registers and attendee class records.
- Assist and attend all committee meetings, workshops, department meetings, and office meetings during office hours, on weekends and/or evenings as necessary.
- Coordinates the reservation of the Chancery Office conference rooms, vehicle, and kitchen area for meetings as requested.

QUALIFICATIONS AND SKILLS

- Associate degree preferred or at least a minimum of three years of relevant administrative work experience, executive administrative support preferred.
- Must be a practicing Catholic and in good standing with the Church.
- Bilingual with the ability to read, write and speak Spanish is preferred.
- Proficient in personal computer software such as MS Word, Excel, Access, and PowerPoint (*knowledge of Apple (MAC) computers, File Maker Pro and Quicken is preferred*).
- Essential skills in accessing the Internet for email and social media is necessary.
- Compassionate personality, patient, responsible and committed to assisting others.
- Demonstrated ability to prioritize, organize, multi-task numerous complex assignments and manage time.
- Excellent written and verbal communication skills as well as interpersonal relationship skills.

HOW TO APPLY (Documents will be accepted until position is filled)

- Submit completed Diocese of Victoria Employment Application found at: <https://www.victoriadiocese.org/current-job-postings>,
- Résumé, with three (3) professional references and contact information to:
 - ***Melissa Salinas, Director of Human Resources***, by:
 - Email: msalinas@victoriadiocese.org
 - Mail: P.O. Box 4070, Victoria, TX 77901
 - In-Person: 1505 E. Mesquite Lane, Victoria, TX 77901
 - For Questions: (361) 827-7177

Applicant must clear Texas/National Background Check, Fingerprint and Driving Check in order to be considered.