

DIOCESAN ADMINISTRATION

POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant, Development & Missionary Cooperation Program

FLSA: Non-Exempt

SECRETARIAT: Development & Communications

STATUS: Part-time

ACCOUNTABILITY:

The Bishop of Manchester is the visible principal and foundation of unity in the particular diocese entrusted to him. In a unique and visible way, he makes Christ's mission present and enduring as Shepherd of the Christian Community. In order to fulfill his mission, the Bishop employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them the apostolic mission and entrusts various responsibilities to them.

Each position employed in the Chancery helps to extend the ministry of the Bishop in particular ways as outlined in the position description. All employees of the diocesan administration assist the Bishop of Manchester in serving the parishes, schools and institutions of the Catholic Church in New Hampshire.

This position reports directly to the Cabinet Secretary for Development and Communications, is accountable to the Bishop of Manchester.

POSITION OVERVIEW

Position provides administrative support to the development department and specifically coordinates the Missionary Cooperation Program for the Diocese of Manchester. The Missionary Cooperation Program promotes the importance of the missionary endeavors of the Catholic Church. Primarily, position is responsible for all operational aspects of the Program from application to reporting each year. Position also assists with gift and donor data entry, processing of payments, assembling of mailings or sending letters, and filing for the development office.

ESSENTIAL JOB FUNCTIONS

1. Compiles and sends applications to missionaries to invite to apply
2. Ensuring applications and forms are complete from missionaries and received on deadline
3. Organizing applications for the Cabinet Secretary of Development's review for acceptance or declination

4. Notifying missionaries of final status and coordinating parish assignments
5. Completing and maintaining Excel reports of missionary applications and assignments
6. Coordinating parish and missionary evaluations
7. Coordinating reporting with finance office and Propagation of the Faith
8. Serve as backup for donor and gift data entry during periods of high volume for development office
9. Complete other duties as assigned by the Cabinet Secretary for Development and Communications or the Bishop

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED

1. 1-2 years related work experience in administrative functions
2. A working knowledge of the Catholic Church and church structures
3. Excellent ability to organize and coordinate activities with superb attention to detail
4. Outstanding verbal and written communication skills
5. Ability to represent diocese professionally with missionaries
6. Proficient in use of Microsoft Office tools such as Outlook, Word, and Excel

ENVIRONMENT:

1. Office or cubicle in clean, well-lit and environmentally comfortable area
2. Approximately 100 percent of time spent in Diocesan Administration building; 10-15 hours per week with the potential of up to 20 hours per week.
3. Frequent hand manipulation in the use of office equipment, processing of paperwork, etc.; minimal physical activity such as twisting, bending, kneeling required
4. Other physical activity generally limited to moving from one area to another