



DIOCESAN ADMINISTRATION

POSITION DESCRIPTION

POSITION: Department Secretary
SECRETARIAT: Catholic Formation

FLSA: Non-Exempt
STATUS: Full-time

INTRODUCTION:

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 Diocesan Administration Building 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 to the Cabinet Secretary for Catholic Formation.

RESPONSIBILITIES: This position supports the Directors of the Secretariat for Catholic Formation and works in collaboration with and under the direction of the Executive Secretary for Catholic Formation by providing administrative duties for workshops, programs, and retreats that this secretariat offers to assist the parishes with Catholic Formation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Executive Secretary for Catholic Formation:

1. Coordinate events (publicizing events, processing registrations, arranging for catering, securing venues, tracking travel arrangements, assist with the events etc.)
2. Occasionally design fliers, brochures or marketing materials for various events.
3. Ensure all supplies, books, and other materials for retreat and ministry programs are ordered
4. Update diocesan website with current workshop, event and retreat information
5. Maintain certification files and documentation
6. Assist with budget preparation, recordkeeping, file maintenance, and mail distribution
7. Maintain mail distribution lists.
8. Prepare deposits, invoices for supplies and bill payment requests and submit to Executive Secretary.
9. Provide statistical analysis and financial reports on event outcomes (expense/income,

attendance, etc.)

OTHER DUTIES

10. Assist other departments as required
11. Provide phone coverage as necessary
12. Attend special events as required
13. Other duties as assigned

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. High school diploma or GED and prior experience with administrative support and event planning
2. Proficiency with MS Office Suite, Publisher
3. Ability to produce basic financial reporting and statistical analysis
4. Exceptional verbal and written skills
5. Ability to follow written and verbal instruction with minimal errors
6. Ability to interact and maintain positive relationships with clergy, religious and laity, both within the Diocesan Administration and outside (parishes, schools, other institutions and general public) in a knowledgeable and tactful manner
7. Ability to maintain confidentiality

Due to the nature of this position, it is required that the incumbent be a practicing Roman Catholic who is registered and active in a parochial community.

ENVIRONMENT:

The venue of this position is a general office environment that is clean, well lit and environmentally comfortable, free of fumes or airborne particles, and only minimally exposes employees to office solvents limited to those relative to copier equipment.

This position requires the ability to:

1. Occasionally move, lift and/or carry up to ten pounds
2. Reach at or above shoulder level and occasionally reach below shoulder level
3. Manipulate equipment and controls frequently, and occasionally grasp and handle some equipment
4. Travel throughout the diocese occasionally
5. Tolerate prolonged periods of sitting and/or standing and walking and tolerating prolonged periods working at the computer
6. Lift up to approximately 25 pounds to waist level whenever necessary

(October 2018)