

DIOCESAN ADMINISTRATION

POSITION DESCRIPTION

POSITION TITLE: Executive Assistant, Development and Communications

FLSA: Non-Exempt, Full Time

SECRETARIAT: Development & Communications

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 of Development and Communications and provides administrative and operations support to the Secretariat.

POSITION OVERVIEW

Position primarily provides comprehensive administrative support to the Cabinet Secretary as well as team members. Support the Secretariat's operations including meeting scheduling and planning, invoicing and reimbursements, data entry and reporting, correspondence and file maintenance, and attending to normal office duties and responsibilities.

ESSENTIAL JOB FUNCTIONS

1. General

- Process all invoices, payments, and reimbursements for Development and Communications including development service providers, all printing and/or publishing invoices, *Parable* contributors and contractors, digital news service payments, communications subscription services and software, and event vendors (photographers, caterers, etc.)
- Schedule and plan meetings and workshops at request of Secretary and management staff; occasional minute-taking and minimal set-up included
- Organize and maintain digital and paper files of Secretariat; including all received and issued grants, contracts/agreements, photo permissions and licenses, and documents for archives
- Assist in online research of demographics, grants, surveys and other information and prepare reports as directed by Secretary

- Proofreading and/or copyediting as needed
2. Development
 - Under staff direction, assist to create, proof, issue, and file correspondence and reports; including for donors, pastors, and/or sending of e-newsletters
 - Under staff direction, provide data entry support and data reporting in fundraising database. Serve as backup for donation entry and gift recording
 - Provide assistance to development events both virtual and in-person; including recording of webinars, assisting to coordinate event logistics (scheduling of photographers, requesting vendor quotes, sending invitations and/or coordinating registrations, printing nametags, etc.)
 3. Communications
 - Coordinate *Parable* mug winners and mailings
 - Compile *Parable*'s bi-monthly event calendar
 - Under staff direction, post pre-created content to social media
 - Distribute and archive news releases and maintain media distribution lists
 - Scan online news articles and send news mentions of Diocese to Director of Communications (using tools provided, i.e. Google Alerts and others)
 - Assist in coordinating print production of projects including sending items to printers, obtaining quotes, coordinating translation services as needed, etc.
 - Handle the distribution of the NH Catholic Directory

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED

1. Associate's or Bachelor's degree in English, Communications, Business, Public Relations or related field; or equivalent work experience (4 years as administrative assistant or associate at executive level)
2. Proficiency in Microsoft Office necessary; must have ability to learn and use digital communications tools such as virtual conferencing software, grant databases, social media tools, etc.; knowledge of Raiser's Edge a plus
3. A working knowledge of the Catholic Church and structure
4. Excellent ability to organize multiple tasks and unparalleled attention to detail
5. Outstanding verbal and written communication skills

ENVIRONMENT:

1. Office or cubicle in clean, well-lit and environmentally comfortable area
2. Approximately eighty percent of time spent in Diocesan Administration building; twenty percent visiting constituents, parishes, or attending meetings at other facilities

3. Occasional lifting and carrying of objects up to ten pounds
4. Frequent hand manipulation in the use of office equipment, processing of paperwork, etc.; minimal physical activity such as twisting, bending, kneeling required
5. Other physical activity generally limited to moving from one area to another within the building for approximately one hour per workday