

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Administrative Assistant III **EFFECTIVE DATE: 5/2026**
(Catholic Social Action, Respect Life and Persons with Disabilities)

DEPARTMENT: Life, Human Dignity, and Charity

POSITION SUMMARY:

Performs a wide variety of administrative and secretarial duties in the Cincinnati office, supporting specifically the offices of Catholic Social Action, Respect Life, and Persons with Disabilities. Responsibilities include coordinating office activities, managing communications and records, and supporting key programs and campaigns. The role also involves working with parishes and external partners, organizing meetings, travel, and events, handling basic financial tasks, and keeping daily office operations running smoothly through effective use of office systems. In addition, this position supports the Department of Life, Human Dignity, and Charity's mission to advance the fullness of the Gospel of Life and Catholic Social Teaching through prayer, professional services, formation, and advocacy by mobilizing the local community, especially the Catholic faithful.

CREDENTIALS & EXPERIENCE:

Requires a high school diploma and 1-2 years business school or the equivalent. Minimum 5 years' experience in office work.

DUTIES & RESPONSIBILITIES:

- 1.* Receives general instruction. Sets priorities and procedures for supporting the office's work in Catholic Social Teaching and Respect Life formation, organizing and advocacy on life and justice issues, administration of the Catholic Campaign for Human Development, Catholic Relief Services, the Respect Life Fund, and related ministries.
- 2.* Operates a variety of office equipment, such as a personal computer, printer, photocopier, facsimile, scanner, and calculator. Proficient in standard business software for word processing, spreadsheets, data base, newsletter editing, flyer design (Canva), and webpage updating (Wordpress).
- 3.* Prepares and distributes office mailings and mass email communications. Reviews directors' mail and email, identifies and highlights priority or action items, and compiles relevant supporting materials for their review.
- 4.* Regularly communicates by phone, email, and mail to parishes, parishioners, outside organizations, vendors, and others. Screens calls and greets guests for office directors.
- 5.* Maintains electronic databases and physical files for the offices.
- 6.* Schedules tentative appointments for approval by directors and may schedule group meetings per direction of office directors. Makes routine travel arrangements.
- 7.* Obtains bids and completes orders for printing, office equipment and supplies; selects menus and arranges for room setup for local, off-site group meetings; and arranges for hotel accommodations for group visitors. Occasionally assists with set-up, supply purchasing, and food ordering for off-site, office-related events.
- 8.* Responsible for cash and negotiable instruments, confidential records and reports, and office equipment. Initiates check requests.
- 9.* Collects data and performs advanced mathematical calculations, including assist with budget preparation and bookkeeping.

- 10.* Maintains and updates the office's social media platforms, ensuring content is timely, accurate, and aligned with departmental messaging and mission.
- 11.* Takes minutes at office meetings (including online and occasionally off-site).

MINIMUM REQUIREMENT/SKILLS:

- Knowledge of modern office procedures and methods including telephone communications, e-mail, office systems, and record keeping.
- Knowledge of modern business communication, including style and format of letters, memoranda, minutes, and reports.
- Skill to use a personal computer, including word processing and webpage entry.
- Operates a variety of office equipment, such as a personal computer, printer, photocopier, facsimile, scanner, and calculator. Can use word processing, design and maintain spreadsheets, design and maintain databases, and utilize web design platform to update and maintain office webpages.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.
- Ability to handle and resolve recurring problems.
- Attention to detail.
- Good phone and people skills.
- Appreciation of Catholic Social Teaching and involvement in social justice and respect life issues.
- Skill to keyboard 35 words per minute.

SUPERVISION RECEIVED:

Works under the direction of both the Director of the Catholic Social Action Office and the Director for Respect Life and Persons with Disabilities. May, on occasion, have to assist other offices when another administrative assistant is out.

SUPERVISION EXERCISED:

May direct other support staff. Supervises and coordinates work of volunteers.

***DENOTES ESSENTIAL FUNCTIONS OF POSITION**

TERMS OF EMPLOYMENT: **Hourly 24 hours per week 12 months**

ORGANIZATIONAL RESPONSIBILITY:

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration, or writing including the use of social media or other digital technologies.

Employee Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date