

Our Lady of Divine Providence Family of Parishes

ADMINISTRATIVE ASSISTANT FOR EVANGELIZATION

Part-time | Non-exempt | Cincinnati, Ohio

Position Summary

Our Lady of Divine Providence Family of Parishes is seeking a welcoming, organized, relational, mission-minded and detail oriented Administrative Assistant for their Evangelization department. The Administrative Assistant for the Evangelization Department provides administrative, organizational, and communication support to advance the mission of evangelization across the Family of Parishes. This position helps with coordination of ministry operations, events, volunteer support, sacramental preparation logistics, and departmental systems so the Evangelization Team can effectively form disciples, welcome families, and foster vibrant parish life.

Key Responsibilities

- Provides hospitality for parishioners and guests.
- Supports answering phone and email inquiries, data entry, record keeping, copying, and filing.
- Prepares mailings, including mail-merging documents.
- Provides weekly event set-up and setting up technology for presentations.
- Assists with program registration, sign-ins, etc.

Qualifications

- High school diploma or equivalent required; additional administrative, business, or ministry-related training preferred.
- Prior office or administrative experience preferred.
- Strong written and verbal communication, organization, keyboard, data-entry, and follow-through skills.
- Proficiency with Microsoft Office and Google Workspace, ability to learn eCatholic, Jotform, and other platforms.
- Proficiency with technology, such as smart TVs, projectors, Smartboards, etc.
- Able to work independently and collaboratively with Team, and maintain strict confidentiality.
- Catholic candidate preferred with willingness to support the mission, values, and Catholic identity of the Parish Family.
- Able to complete SafeParish training, pass background checks, and maintain all needed training.

Working Environment

This position is office and active ministry work environment based, so travel to parishes within the OLODP parish campuses is required. Some evening and weekend hours required for ministry events and programs. Must have ability to lift and move 25-50 pounds, to move supplies and materials, and set-up for events.

HOW TO APPLY

Please submit a resume and cover letter to:

Randi Hom, Director of Evangelization

Email: rhom@olodp.org | Phone: 513-728-4331

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A complete job description is available upon request.