

**ARCHDIOCESE OF CINCINNATI  
POSITION DESCRIPTION**

**POSITION TITLE:** Administrative Assistant III (Bilingual)

**EFFECTIVE DATE:** 4/21/2021

**DEPARTMENT:** Communication & Evangelization  
(Center for the New Evangelization)

**POSITION SUMMARY:**

The Administrative Assistant provides comprehensive administrative support for the Center for the New Evangelization, with special focus on the Hispanic Evangelization and Marriage & Family Evangelization teams. The Administrative Assistant collaborates reliably and congenially with the entire staff of the Center for the New Evangelization (CNE) and the Department of Communication & Evangelization, as well as other archdiocesan offices.

The Administrative Assistant must be a model of professional conduct and always represent the Archdiocese of Cincinnati with honesty and integrity.

**CREDENTIALS & EXPERIENCE:**

1. A practicing Catholic in good standing with good basic knowledge of the Catholic Church, including structure and doctrine. Committed to the mission of the Catholic Church.
2. Must be fluent in Spanish and English.
3. A high school diploma and 1-2 years of business school or the equivalent. Minimum of 5 years' experience in office work.
4. Communication and Collaboration: Must be able to interact effectively with a wide variety of people including CNE staff, other Pastoral Center staff, pastors and parish workers. Must be able to communicate productively with native Spanish-speaking clients.
5. Writing: Ability to craft and edit clear written communication in both Spanish and English.
6. Accountability: Commitment to attend to duties as expected and proactively communicate any barriers or difficulties as quickly as possible. Ability to work on established objectives without excessive supervision. Reliable and results-driven with strong attention to detail. Must be able to work with frequent distractions and still complete tasks in a timely manner.
7. Technological: Advanced knowledge of MS Office including Word, Excel, Access, PowerPoint, and Outlook. Working knowledge of online meeting platforms, Zoom, webinars, WordPress and graphic design.
8. Personal: Team player; collaborative and enjoyable; pleasant and responsive; builds productive and mutually respectful relationships; creates trust.

**REPORTS TO:** Administrative Coordinator of the CNE

**DUTIES & RESPONSIBILITIES:**

- 1.\* Overall Administrative Assistant duties include:
  - Responsible for invoices, deposits, and Intacct check requests
  - Screen, handle, and route as appropriate CNE mail, email, and phone calls; over time, develop competency to respond to routine inquiries, particularly regarding Hispanic Evangelization and Marriage & Family Evangelization
  - Assist with setup, communication and hospitality for office meetings, workshops, and special events
  - Coordinate administrative needs for staff meetings, including recording and communicating minutes
  - Work with the Administrative Coordinator to manage CNE administrative and budgeting tasks, Intacct check requests, mileage reports, and quarterly budget reviews, particularly for the Hispanic Evangelization and Marriage & Family Evangelization teams
  - May occasionally be required to work evenings or weekends
  
- 2.\* Perform administrative tasks for Marriage & Family Evangelization, including but not limited to:
  - Assist with GENESIS: A Pre-Cana Retreat (in Spanish and English) and GENESIS II: A Pre-Cana Retreat, including but not limited to the production of all needed materials, catering needs, technical support, hospitality, and communication
  - Assist with NFP and Chastity events and trainings, and the communication needs for these in Spanish and English
  - Assist with annual wedding anniversary certificate requests and other parish mailings
  
- 3.\* Perform administrative tasks for Hispanic Evangelization, including but not limited to:
  - Provide support for events, trainings, and courses, including but not limited to production of needed materials, catering needs, technical support, hospitality, and communication
  - Translation of relevant documents and communications from Spanish into English and English into Spanish
  - Provide translation services as requested by the Hispanic Evangelization team
  - Assist the Managing Director for Hispanic Evangelization in carrying out routine administrative tasks
  
- 4.\* In collaboration with the Administrative Coordinator and Managing Director of Communications for the CNE, maintain the webpages of the CNE, particularly those of the Hispanic Evangelization and Marriage & Family Evangelization teams.
  
5. Actively participate in the ongoing mission of the CNE. Participate in department and Pastoral Center priorities and activities, as well as perform any other tasks as assigned from time to time by the Director of the CNE.

**SUPERVISION RECEIVED:** Works under the direction of the Administrative Coordinator of the CNE.

**SUPERVISION EXERCISED:** May occasionally direct other support staff or volunteers.

