

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Administrative Assistant IV

EFFECTIVE DATE: 6/24

DEPARTMENT: Pastoral Vitality (Center for Parish Vitality)
Office for Divine Worship and Sacraments (ODWS)

POSITION SUMMARY:

Assists the Director of the ODWS and manages the daily operation of the office utilizing effective organizational, technological, and interpersonal skills.

CREDENTIALS & EXPERIENCE:

Requires a high school diploma and a minimum 5 years' experience in office work. Must be a practicing faithful Catholic. Experience in a parish office or similar setting is helpful.

DUTIES & RESPONSIBILITIES:

1. *Provide administrative support for the office director and music director.
2. *Facilitates communication from internal and external stakeholders, responding to emails, phone calls, and USPS mail from pastors, other clergy, parish leaders, and the faithful, as well as other offices within the Pastoral Center.
3. *Coordinate ODWS communications (mostly written by others), including a monthly news email *Praenotanda*, single-issue emails, website, and other written communications.
4. *Works with the Strategic Planning Office to maintain a database of parish liturgical leaders and extraordinary ministers of Holy Communion.
5. *Maintains the online shop for the office, supporting e-commerce for liturgical resource publication sales to parish leaders.
6. *Assists with details for major archdiocesan liturgical celebrations such as Rite of Election, Chrism Mass, Golden Jubilee, etc. and others as needed.
7. *Supports the execution of formation and training programs sponsored by the office (e.g. extraordinary ministers of Holy Communion, worship commission workshops, online and in-person training sessions, etc.)
8. *Manages accounting for the office, requesting stipends, accounts receivable, etc.
9. *Collaborates with and supports other staff within the Center for Parish Vitality as needed; participates as a member of the CPV team.

MINIMUM REQUIREMENT/SKILLS:

- Knowledge of general office procedures and methods, including telephone communications, e-mail, office systems and record keeping.
- Knowledge of business communication, including style and format of letters, memoranda, minutes and reports.
- Proficient computer skills, including word processing.
- Operates office equipment: personal computer, printer, photocopier, facsimile, scanner and calculator.

- Proficient in Microsoft Office. Familiarity with WordPress, ActiveCampaign, and/or Shopify is helpful; training required as needed.
- Ability to receive direction, establish priorities, work independently and proceed with objectives without supervision.
- Ability to communicate effectively with clergy, lay pastoral ministers, and the public.
- Basic understanding and knowledge of Catholic worship required; further specialized training provided.
- Skill to keyboard 40 words per minute with accuracy.
- Experience in event planning a plus.
- Requires occasional evening work and one Sunday afternoon a year (all scheduled well in advance) with equivalent time off during week prior or following.

SUPERVISION RECEIVED: Works under the direction of the Office Director.

SUPERVISION EXERCISED: May coordinate and supervise work of volunteers.

TERMS OF EMPLOYMENT: Hourly, 7 hours per day, 35 hours per week

***DENOTES ESSENTIAL FUNCTIONS OF THE POSITION**

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