Administrative Assistant

Position Overview:

The Diocese of Springfield is looking for an experienced Administrative Assistant to support two Cabinet level positions and their offices: the Office of the Vicar General and the Office of Safe Environment and Victim Assistance (OSEVA). The right candidate will possess excellent organizational skills, mastery of Microsoft Office and have the ability to work effectively within database applications. Must be able to communicate effectively to create a welcoming environment. The right candidate will be able to manage projects, apply policy and procedures, and prioritize workflow in support of these two offices. Maintaining Confidentiality combined with outstanding interpersonal skills are necessary to succeed.

Essential Functions:

Support senior staff from the Office of the Vicar General and the Office of Safe Environment and Victim Assistance in all administrative aspects, to include documentation creation, maintaining confidential files, responding to phone calls, coordination of calendars and daily clerical tasks.

Greet and provide general support to visitors.

Provides back-up support for Safe Environment database maintenance documenting training and background screening.

Take detailed minutes for commissions and boards, including but not limited to the Diocesan Review Board. Some evening work will be required.

Maintains a working knowledge of the Diocesan structure and its offices and mission.

Processes accounts payable in accordance with established policies for both offices.

Minimum Experience and Education Requirements:

High school diploma or equivalent. Bachelor’s degree preferred.

Proven work experience as an administrative assistant, executive administrative assistant or office manager.

In-depth understanding of office management and daily operations.

Excellent verbal and written communication skills.

Strong organizational and time-management skills.

Minimum of 5 years of experience working with and supporting senior level staff.

To Apply: eMail, mail or Fax your Cover Letter and Resume to:

Resumes without a cover letter will not be considered.

Attn: Cathi Farr, Director Human Resources, 65 Elliot Street, Springfield, MA 01102

c.farr@diospringfield.org

Fax: 413-452-0681