

POSITION AVAILABLE
Part-time position with growth opportunity

Position Title: Administrative Assistant
Department/Location: Office of the Vicar for Clergy/Chancery

Job Description:

We are seeking a professional, friendly, positive person to work as an Administrative Assistant with our team to support all clergy within the boundaries of the Archdiocese of San Francisco. You will be responsible for providing a wide range of administrative support to the entire office including the Office of the Auxiliary Bishop Emeritus, Office of the Ongoing Formation and the Archbishop's Office.

Responsibilities:

Answer and direct multiple incoming calls (3 lines) in a professional and courteous manner.
Perform clerical duties (file, order office supplies), administrative, and special projects.
Coordinate meetings (reservations, meals and/or refreshments, handouts, audio visual needs)
Assist with the planning and execution of internal events
Copy, scan, and save documents to the document management system.
Maintain Clergy database
Process invoices and expenses.
Process incoming and outgoing mail.
Generate and manipulate Xcel spreadsheets
Coordinate and manage Visiting clergy compliance

Qualifications:

Ability to maintain confidentiality
Ability to handle difficult situations with discretion, tact, and diplomacy
Strong Customer Service focus
Communication proficiency (oral and written)
Excellent organizational skills
Time management skills
Ability to take initiative
Interest in learning new techniques and technology.
Good interpersonal skills and ability to work well with others
Good record-keeping skills
Flexible
Attentive to details.
Ability to respond to changing priorities
Ability to operate office equipment.
Ability to work independently and follow instructions
Ability to handle multiple tasks simultaneously and prioritize
Ability to work in a high pace environment
Ability to perform clerical tasks quickly and with a high degree of accuracy
Ability to consistently meet deadlines.
Commitment to professional growth and development
Have curiosity and creativity
Proficiency in Microsoft Office Suite
Knowledge or interest in learning VIRTUS, Survey Monkey, Formsite and other software
Ability and interest in taking on additional responsibilities

Job Type: Part-time with growth for advancement to Full-time employment

Pay: Based on experience

Benefits: Medical, Dental, and Vision Insurance

Schedule: 7.5 hour day shift. 3 days a week or 22.5 hour work week.

To Apply: Please submit your application, resume, and cover to:

Christine Escobar

Department of Human Resources

Archdiocese of San Francisco

1 Peter Yorke Way, San Francisco, CA 94109

Statement of Non-discrimination

Pursuant to the San Francisco Fair Chance Ordinance, all employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories.