

**Diocese of Oakland
Position Description**

Title: Executive Administrative Assistant, Department of Catholic Schools

Department: Department of Catholic Schools

Reports to: Superintendent of Schools

Days: Monday to Thursday (30 hours/week)

Basic Functions:

The person in this position provides direct support to the Superintendent and Fiscal Controller of the Department of Catholic Schools, Diocese of Oakland. General duties consist of correspondence, organization, and maintenance of files and databases; bookkeeping, accounts payable, Federal Title Funds organization, records maintenance, coordination of special projects, research and reports as needed by the Department; communication with Catholic schools in the Diocese and Chancery personnel; collaboration with Department personnel in planning and coordinating events for Catholic schools and supporting the mission of Catholic schools.

Requirements and Preferences

Education Required: Bachelor's degree

Experience Required: 3 years Administrative Assistant position

Experience Preferred: Recent experience in Catholic schools as an employee

Skills Required: Strong customer service orientation; proficient in Microsoft Office Suite, database software; strong organizational skills; excellent communication skills both written and verbal; ability to be collaborative team member; confidentiality; professional demeanor.

Other Required: A Catholic who supports, lives and communicates the teachings of the Catholic Church; ability to provide own transportation; valid CDL and verification of auto insurance.

This is a part-time, 30 hour per week position and includes full diocesan benefits, including health, dental/vision, sick and vacation accruals (FTE), as well as retirement contribution of 8% of salary into the Lay Employee Retirement Plan.

Interested candidates please submit letter of intent and resume by May 20, 2022, to:

Gloria Espinoza, Director of Human Resources
gespinoza@oakdiocese.org