



JOB DESCRIPTION: Clergy Office Administrator

Position Title: Office Administrator

Opening Date: August 29, 2017

Location of Job: Pastoral Center

Location Address: 2838 E Burnside Street, Portland, OR 97214

Department / Office: Clergy

Position: Full Time Part Time Temporary

Position Summary:

Facilitates the work of the Clergy/Personnel Department, providing administrative and logistical support to the Vicar for Clergy and priests.

Job Duties:

1. Serves as liaison between the Vicar for Clergy, various Archdiocesan entities and the public. Informs decisions to appropriate parties. Interfaces and communicates with members of the clergy throughout the Archdiocese and beyond.
2. Provides administrative support by managing affairs and projects. Makes independent decisions within the scope of authority and at times in the absence of the Vicar for Clergy.
3. Schedules appointments and makes arrangements for meetings, conferences, and travel. Prepares documentation, including agendas, and acts as recording secretary when required. Maintains calendar.
4. Handles varied administrative projects and procedures within the department.
 - Prepares reports by collecting, assembling, and analyzing data. Gathers clergy date information for the Oregon Catholic Directory, Kennedy and Rome Reports and data that other departments request.
 - Prepares appointment and faculties for Archbishop's signature.
 - Prepares ordination certificates.
 - Maintains and updates office files and records.
 - May prepare brochures or manuals and/or other procedural guidelines.
 - Organizes and hosts workshops and other events sponsored by the department as needed.
 - Plans luncheons or special events for the department and meetings when necessary.
 - Monitors budget adherence.
 - Maintains database and informs necessary parties of changes
5. Prepares correspondence or drafts a response for Vicar's review.

6. Maintains confidentiality regarding communications within the office.
7. Screens, prioritizes and routes calls and incoming mail for the Vicar. Answers questions and resolves problems within scope of authority and responsibility.
8. Maintains an accurate filing system for heavy volume of correspondence and reports. Maintains all appropriate office files and notebooks for the Vicar for Clergy. Has access to and responsibility for confidential records and information involving the Archdiocese, staff members, priests, religious, and other personnel.
9. Handles office mailings and distributes materials to departmental committees, boards, teams, faculties and other bodies.
10. Utilizing independent judgment, directs the departmental workflow, and assigns work to the administrative staff for the department. Holds staff meetings for planning purposes.
11. Coordinates immigration matters in conjunction with legal counsel.
12. Performs other work-related duties as assigned.

Preferred Skills / Education:

1. Associate's degree (Bachelor's degree preferred) or equivalent experience with knowledge of Catholic teachings and practice. Minimum 4-6 years of experience in a similar position, or any equivalent combination of education and experience which demonstrates the knowledge, skills and abilities to perform the above described essential functions.
2. At least two years of experience in parish, diocese, nonprofit or other related entity preferred, along with knowledge and understanding of church organization and operational procedures. Specific experience in a complex, multi-unit organization (preferably nonprofit or religious) may qualify.
3. Ability to synthesize large amounts of information and determine the most important issues and themes of any project or problem.
4. Exceptional ability to adhere to strict confidentiality standards and model those standards for all staff.
5. Flexibility and the ability to work with minimal supervision under tight deadlines and in pressure situations.
6. Ability to work cooperatively as part of a team or as an individual contributor.
7. Proven organization and planning/time management skills to successfully address unexpected circumstances and issues with competing priorities.
8. Ability and experience communicating complex information effectively, both orally and in writing, including preparing clear, concise, accurate, logical and persuasive reports, correspondence, analytical studies and other written materials.
9. Proficiency with PC software, all basic office equipment, including experience with word processing software
10. Practicing Catholic in good standing required. Bilingual in Spanish preferred.

To apply, please send your resume and cover letter to hr@archdpdx.org, with the subject line: Clergy Office Administrator.