



Diocese of Rockford Catholic Charities

555 Colman Center Dr | Rockford, Illinois 61108

Job Description	
Position: Administrative Assistant	Department/Location: Catholic Charities Diocesan Administration Center
Reports to: Diocesan Director of Catholic Charities	Start Date: Immediate
FLSA Status: Hourly Position <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Position Type: Part-time 20 hrs. per week
Benefits: 403(b) Retirement Plan, Paid Personal Time Off https://www.rockforddiocese.org/pdfs/accounting/Summary-of-Benefits.pdf	Salary Range: \$17.50 - \$18.15 per hour

Overview

Perform administrative services for agency programs to support the daily operational needs.

Essential Duties and Responsibilities:

1. Administrative Support
 - Compose reports, minutes, and/or letters as directed.
 - Assist with planning, organizing, and preparing for meetings and special events.
 - Maintain Catholic Charities website, and monitor for revisions, including digital presence.
 - Assist with the preparation of funding applications.
 - Provide administrative and organizational support for Operation Rice Bowl (ORB), the Catholic Campaign for Human Development (CCHD) and other events, as needed.
 - Maintain Catholic Charities planning calendar and organizational charts.
2. Program Support
 - Create forms, flyers, PowerPoint presentations, and brochure pages as needed.
 - Provide for the printing needs of Program Leaders.
 - Accurately perform data entry tasks.
3. Employee and Volunteer
 - Provide new employee orientations, ensure completion of required paperwork, and maintain employee and volunteer files.

- Assist with employee and volunteer background checks and completion of required Safe Environments paperwork.
- Adhere to the principles of confidentiality regarding documents, materials, and all contacts and communications.

4. Perform other duties as assigned.

Supervision For: None

Specifications:

Associate degree, or six months to twelve months related experience and/or training, or equivalent combination of education and experience.

Possess strong organizational as well as both oral and written communication skills. Bilingual Spanish/English is preferred.

Ability to work as part of a team and prioritize multiple duties. Due to the sensitive nature of the responsibilities, confidentiality is an essential requirement of the position.

Proficiency using Excel, Publisher, Microsoft 365 (Office, Teams, etc.) and preparation of data-based reports and computer-based presentations, e.g., PowerPoint, and experience with social media platforms.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform essential functions. The physical demands of this position are typical of an office setting. There are no unusual physical requirements.

Directive:

Understand and adhere to the ethical and moral norms of the Catholic Church and its principles of charity and justice, the teachings of the Catholic Church, the Employee Handbook, and all Diocesan policies and procedures.

All offers of employment are conditional pending background and reference checks and approval to hire.