

# REACHING OUT WEDNESDAYS

## Topic: Sample Vocation Secretary/Office Manager Job Descriptions

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**Diocese of Superior:** Our Diocese does not currently have a separate position description for secretarial responsibilities. We use the general secretarial/administrative assistance position description and tweak it for specific responsibilities. Our current Administrative Assistant for the Office of Vocation is shared with several office so her position description included all of her responsibilities for all of the offices that she serves. The following link will bring you to a general/generic position description for secretary/book keeper for our diocese: [http://www.catholicdos.org/File/Finance/Job\\_Description\\_-\\_Secretary,\\_Bookkeeper.pdf](http://www.catholicdos.org/File/Finance/Job_Description_-_Secretary,_Bookkeeper.pdf).

### **Archdiocese of Denver:**

#### **BASIC FUNCTION**

This position assists the Director by promoting discernment retreats, executing events, and coordinating awareness programs. This position also provides executive level administrative support for all areas and missions managed by the Director of Priestly Vocations.

#### **SPECIFIC DUTIES**

- Distribution of Prayer Calendar and Seminarian Poster
- Promote, plan and execute discernment retreats
- Update website
- Run Vocation Awareness Days
- Process check requests, stipends, and reimbursements
- Work with Seminarian interns
- Set up and organize discernment events
- Assist Director of Priestly Vocations with any additional projects
- Update contact database on a daily basis

#### **QUALIFICATIONS**

- Must be practicing Catholic
- Proficient with computers (experience with Microsoft office, especially Publisher)
- Exercise discretion and maintain privacy concerning confidential matters
- Self-starter, can work independently
- Well organized, with tasks, and files (paper and digital)
- Can lead and work well with volunteers
- Can manage multiple projects and deadlines
- Detail oriented, creative, quick learner
- Outstanding verbal and written communication

- Event planning experience preferred
- Quick typing speed
- Familiarity with Business Contact Manager or similar contact database software
- Familiarity with WordPress or other website platform
- Bilingual a bonus

## **HOW TO APPLY**

- Send Resume, Cover Letter, and 3 references to [Vocation@archden.org](mailto:Vocation@archden.org)

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**BASIC FUNCTION:** This position assists the Director by coordinating programs and providing executive level administrative support for all areas and missions managed by the Director of Priestly Vocations.

## **SPECIFIC DUTIES:**

Specific duties and responsibilities of the position are as follows:

- Exercise professional judgment and discretion to compose, edit and type correspondence / reports / memos relating to normal, confidential or sensitive matters;
- Maintain department filing system and archive necessary records; update organization of such records as necessary;
- Open, review and process various communications, including e-mail, mail, and voice mail; memos, reports and other documentation for the Department, filing and executing mass mailings;
- Create and maintain databases and spreadsheets reflecting the status of certain Department responsibilities and projects;
- Perform research by telephone and by Internet;
- Assist the Director in the preparation of presentations and reports;
- Plan and coordinate project-related events, programs, and classes;
- Prepare expense reimbursements for the department and process vendor payments as needed. Identify and place orders for goods and services as needed;
- Study contracts and process certificates of insurance.
- Miscellaneous duties on claims, insurance, loss control, safety, and environmental issues, and
- Assist with any other duties or projects as assigned by the Director.

## **REQUIREMENTS**

Applicants must have the following:

- A High School diploma or equivalent, undergraduate degree in business related field preferred and/or equivalent 4-5 years business experience. Property/Casualty insurance or claims experience helpful.
- An amiable and flexible personality, able to work well with diverse personalities and the general public in a patient, professional, sensitive Christian manner; must be a practicing Roman Catholic
- Excellent organizational skills and an ability to handle multiple projects / problems in a professional manner;

- The ability to recognize sensitive information and maintain the confidentiality of such information;
- Outstanding verbal and written communication skills with a penchant for proper grammar;
- A thorough knowledge of Word and Excel. Familiarity with Power Point a plus, but, not necessary.
- A general aptitude for computers / computer programs / computer peripherals and the Internet in general;
- The appropriate maturity, discretion, bearing and professional presentation attendant to this position;
- Highly motivated with outstanding work ethic and a willingness to do any manner of project, from preparing and stuffing envelopes, to extensive filing, to document review, to drafting of correspondence;
- Detail-oriented person who likes to work with numbers.
- A creative and quick intellect, coupled with a prudent, analytical mind.

### **Diocese of Fargo:**

Job descriptions vary so much but here is the bare-bones description for our office:

- Establish and maintain files for seminarians
- Track ministries and needed paperwork, certificates, papal blessings, mailing invitations, Commission for Holy Orders meetings
- Coordinate events (Serra dinners, seminarian family dinners, Collar Classic, seminarian summer gathering, VDW, QVD, Operation Andrew, Apostolate dinner)
- Create posters, brochures, seminarian directory
- Keep database of event registrants updated
- Submit invoices, background checks
- Keep vocation website updated
- Maintain contact with seminarians and their families
- Track KC scholarships
- Track seminarian insurance coverage
- Daily correspondence
- Various mailings or monthly emails – summer assignments, Apostolate, birthdays, Serra, seminarian’s parents, vocation prayer cards, vocation quotes, etc