

Archdiocese of Kansas City in Kansas Position Description

POSITION NAME: Administrative Asst.	OFFICE: Vocation, Co-Directors of Seminarians
REPORTS TO: Vocation Director, Co-Dir. of Seminarians and Vicar General for Clergy	DEPARTMENT: Vocation
CLASSIFICATION: Exempt _____ Non-Exempt <input checked="" type="checkbox"/> _____	CURRENT EMPLOYEE: Melanie Savner

JOB SUMMARY: Manages the day to day activities of the office, including short and long term projects. Responsible for event planning and execution of various vocation programs and retreats. Coordinates with schools, priests, religious, Serra Clubs, Archbishop's Office, and seminarians on a frequent basis. Assists Vocation Director with applications of men entering the seminary. Collaborates with the Vocation Director in generating ideas, planning for future events, and building awareness of vocations. Does significant work for the Co-Directors of Seminarians and handles frequent seminarian communications. Also assists Vicar of Clergy with administrative tasks and event planning.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Plans two annual vocation days for Catholic schools, seminarian and Archbishop's retreat, Project Andrews, Chrism Mass conference, Venite retreats, and other events the office holds.
2. Creates and designs visual materials, eg. Brochures, posters, displays, Leaven ads and flyers.
3. Monitors and updates vocation website; proposes ideas for new additions.
4. Responds to needs of seminarians, frequently communicates updates, events and information to them; prepares stipends, coordinates their pilgrimage and meeting materials, communicates their summer assignments, frequently interfaces with Co-Directors of Seminarians.
5. Provides customer service to priests, Serrans, fellow employees, candidates, parents, seminarians, and phone calls. Screens communications into the office to reduce unnecessary workload for Vocation Dir.
6. Frequently books rooms and facilities at Savior, and makes travel arrangements for Vocation Director, potential seminarians' visits to seminaries, and seminarians' travel.
7. Coordinates with those submitting seminarian applications, assist them with various components, track their progress, obtain sacramental records and conduct background checks. Prepare and send completed applications to the seminaries.
8. Processes bills, dept. expenses, requests checks, deposits checks, checks budget reports for accuracy.
9. Maintains files and records for seminarians and potential candidates.

10. Assists Vicar of Clergy with his travel, expense reports, meetings and events. Research information he needs and coordinate special projects, eg. prayer cards.

JOB SCOPE: I have increased the scope of this position due to my interests and abilities. I've conducted a couple of informal market research studies to understand what motivates and attracts potential discerners. I have also done a lot of creative work in designing visual and written materials. Since the vocation director is frequently out of the office, I basically manage the office workload, resolve any problems or requests, and prioritize my work. He depends on this so he can do his ministry without being distracted with office responsibilities. He also relies on me to compose letters on his behalf.

SPECIFIC JOB SKILLS: Attention to detail, discretion and confidentiality are very important, as well as the ability to manage several projects simultaneously. Good writing skills and creativity are highly desired, as well as an understanding and appreciation for God's call in people's lives. Computer skills such as Publisher, Word, Excel, and Outlook are important, as well as various social media. The Vocation Director works out of the office frequently so the ability to be a self-starter, make independent decisions, and time management are critical skills. Employee should also be able to work with older volunteers, priests, religious, seminary staff and other constituents in a professional and friendly manner.

EDUCATION AND/OR EXPERIENCE: College degree highly desirable. Past work with event planning, public relations, and communications important. Experience working successfully with a variety of people and managing multiple projects simultaneously. An understanding of the Catholic faith and the seminary experience are desirable, as well as the ability to relate to young adults.

PHYSICAL DEMANDS: Several times a year it is necessary to move quickly to set-up and monitor vocation days, retreats, and other programs. Light lifting is required at times. Significant time is spent sitting at the desk and working on the computer.

WORKING ENVIRONMENT: Includes working closely with the Vocation Director, but also working independently about 80% of the time.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISES:

None

Employee Signature	Date	Supervisor Signature	Date
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