



Roman Catholic Diocese of Altoona-Johnstown

Administrative Secretary, Office of Development

Position Overview

The qualified Administrative Secretary provides overall administrative assistance to professional development staff including the Development Director and (as needed) the Director of Development & Alumni Relations for Penn State Catholic Campus Ministry. The Administrative Secretary also serves as the office receptionist and provides assistance in data entry of diocesan fund-raising initiatives as needed. This position reports to the Director of Development.

Key Responsibilities

Primarily provides secretarial support of development office professional staff with day-to-day responsibility for greeting visitors in person and by phone, picking up and sorting mail, managing the office's general e-mail box, producing routine correspondence, organizing purchase requests and payments.

Follows office procedures for opening contribution correspondence.

Prepares parish gift reporting documents for data entry staff.

Arranges meetings, receptions, other special events.

Processes corporate contributions, appreciation certificates and acknowledgments.

Coordinates content for annual scholarship fund re-authorization documents.

Serve as an office clerk as needed (daily during peak load periods or in the absence of the office clerk).

Other duties as assigned.

Ideal Experience

- Minimum five (5) years experience as an executive-level administrative secretary.
- Demonstrates a passion for providing secretarial excellence.
- Ability to maintain high levels of confidentiality, professionalism and integrity.
- Excellent interpersonal and customer service skills.
- Strong communication skills to handle telephone and face-to-face contact with diverse constituencies and extreme sensitivity to confidential information.
- Advanced experience with Microsoft Office Suite (Word, Excel, Publisher).
- Raiser's Edge software experience preferred; experience with fundraising database software desirable.
- Organizational ability with careful attention to details, accuracy and the ability to handle multiple tasks with competing deadlines.
- Outstanding people skills and history of success in a team work environment.
- A commitment to advancing the mission of Catholic Church required; a member in good standing at a Catholic parish preferred.

Compensation

This is a non-exempt position based upon a 35-hour work week: daily from 8:30 a.m. to 4:30 p.m. including a one hour unpaid lunch, plus evening and weekend work as needed (although infrequent). Benefits include paid vacation days, office holidays (Church Holy Days and Federal Holidays), sick days, health insurance and 403(b) pension plan.

PA State background check and completion of Protecting Gods' Children required.

To Apply

Qualified candidates should send a cover letter and resume to:

Director of Development
Catholic Diocese of Altoona-Johnstown
925 S. Logan Blvd.
Hollidaysburg, PA 16648
www.dioceseaj.org

E-mail: cringkamp@dioceseaj.org
Fax: 814-696-9516

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