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## **JOB DESCRIPTION**

- TITLE:** **Administrative Assistant for the Director of Pastoral Ministries and the Office of Faith Formation**
- QUALIFICATIONS:** Practicing Catholic. High School Diploma, some post-secondary education preferred. Highly organized, generous hospitality, excellent communication skills, knowledge of the Catholic Faith with experience in formation ministries. Excellent event organization skills. Above average administrative and computer skills, especially in Microsoft Office, with a high degree of confidentiality. Self-directed with an ability to multi-task in a dynamic and collaborative work environment. Available for some evening and weekend work.
- REPORTS TO:** Cabinet Director of Pastoral Ministries and the Office of Faith Formation
- EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Diocesan Personnel Policies Manual, Section 6: Performance Review.
- TERMS OF EMPLOYMENT:** Fulltime/Support/Non Exempt
- JOB FUNCTION:** To provide support for the direction of the Pastoral Ministries Department and the Office of Faith Formation
- PERFORMANCE RESPONSIBILITIES:**
1. Performs all administrative, secretarial, and financial tasks in support of the direction of the Pastoral Ministries Department and Faith Formation programs and events, including conferences, workshops, and speaking engagements.
  2. Assists in the planning and implementation of the Veritatis Splendor Institute Catechist Certification Program and Cor ad Cor Spirituality Year.
  3. Keeps records and files for the VSI-and Cor ad Cor, assists in communication with VSI students and Cor ad Cor leaders and participants.
  4. Assists with organization of conferences, retreats, workshops, presentations, and other events for the Office of Faith Formation.

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5. Assists in scheduling, planning, and implementation of Faith on the Road.
6. Works with the director to coordinate and promote the annual diocesan Pastoral Ministry Days and Refuel Conferences.
7. Assists in researching and developing resources, training and educational opportunities
8. Works with the Retreat Center staff to manage, approve and purchase resources for the Diocesan Resource Library.
9. Maintains and vets the content for the Free Little Library.
10. Fosters collaborative, positive working relationships with parish religious education and faith formation offices, Newman Centers, the Office of Vocations and the Chaplaincy Office at the Rapid City Catholic School System.
11. Coordinates with the Social Media Specialist to maintain the website and Facebook pages for the Office of Faith Formation.
12. Supervises the STM student (service hours) intern.
13. Coordinates with other diocesan offices as needed.
14. Maintains a safe and orderly work area.
15. Provides for his/her own spiritual and professional growth.
16. Assists in promoting a positive and hospitable office climate.
17. Speaks positively about the Diocese of Rapid City.
18. Other duties as assigned.