

## **Diocese of Kalamazoo**

### **Job Opening: Administrative Assistant**

The Diocese of Kalamazoo is hiring for the position of Administrative Assistant for the Secretariat of Catholic Education and New Evangelization. This Administrative Assistant will support the Executive Director/Superintendent and Associate Directors of this Secretariat in the successful completion of all departmental projects, including creating communications, handling departmental invoices and accounts receivable, event planning, and other tasks related to such projects.

The successful applicant will be a practicing Catholic in good standing, possess strong leadership skills, be proficient in written and oral communications, have proven experience in cutting edge technology including Microsoft Office Suite, be self-motivated and able to pass a background check.

The Administrative Assistant reports directly to the Executive Director for the Secretariat of Catholic Education and New Evangelization.

Application should include a cover letter outlining your qualifications for this position, resume, and salary expectations and sent to Margaret Erich at [merich@diokzoo.org](mailto:merich@diokzoo.org) by October 17, 2017.