



Diocese of Kalamazoo

Job Title	<i>Support Specialist for Secretariat for Parish Life and Lay Leadership</i>
Reports to	<i>Executive Director for Secretariat for Parish Life and Lay Leadership</i>

Job purpose

This support specialist will assist Executive Director and Associate Directors for the Secretariat for Parish Life and Lay Leadership in the accomplishment of all their projects. The support specialist will assist with timelines, budget, communication, marketing, and other tasks as needed for the Secretariat to successfully complete all tasks, programs, and projects.

Duties and responsibilities

- Maintain records of budgets for all departments within the Secretariat, submit check requests and deposits to business office
- Keep Secretariat websites up to date, maintaining all sites
- Maintain the Secretariat calendar
- Facilitate communications for secretariat, maintain databases for all offices, assist with monthly newsletters, send out any other communications, facilitate all communication methods
- Support all offices in the Secretariat on maintaining timelines, tasks, and milestones for all projects
- Arrange facilities, meals, facilitate registrations, accommodations, and budget for secretariat projects
- Maintain and monitor use of all equipment used/owned by Secretariat
- Order, maintain, inventory all supplies necessary for the Secretariat
- Schedule meetings, assist with phone, email, and other communications for Executive Director
- Collaborate with Secretariat for Communications and Public Affairs up to date communications and marketing
- Printing and copying and collating of materials as needed
- Maintain records for Lay Ecclesial Ministry Institute
- Maintain records for programs facilitated by Secretariat
- Take and keep all notes for Secretariat meetings
- Other duties as assigned

Qualifications

Qualifications include:

- Must be practicing Catholic in good standing
- Working knowledge of Catholic Theology preferred
- Three years experience in parish or diocesan position (volunteer or paid) preferred
- Leadership skills, written and oral communication skills, and conflict resolution.
- Proven proficiency in cutting edge technology and creative use of the expanding world of social media communication.
- Must have experience with Microsoft Office suite of programs
- Role model as disciple of Jesus, with servant leadership qualities
- Experience working with priests, experience with church structure, experience in non-profit
- Must pass background check and be able to complete Virtus training
- Bilingual (Spanish and English) preferred