

## **JOB DESCRIPTION**

**POSITION TITLE:** Part-Time Administrative Support Specialist, Bilingual

**REPORTS TO:** Director of the Office of Family Life

**FLSA Status:** Non-exempt

**HOURS:** Part-time Variable, from 10-20 hours per week

**DEPARTMENT:** Office of Family Life

**POSITION SUMMARY:** Provides administrative and clerical support to all activities and personnel of the Office of Family Life as directed; assists in planning, publicity, communication, and execution of events sponsored by the Office; maintains files and records; processes fees and stipends; provides bi-lingual support in Spanish and English as needed.

### **ESSENTIAL FUNCTIONS:**

1. Provides general office support for the programs, services, and personnel of the Office of Family Life; operates office equipment to perform photocopying, printing, word processing, typing, and other tasks pertaining to the preparation of correspondence, documents, and records.
2. Operates word processing, spreadsheet, desktop publishing, and related software to prepare reports, mailings, newsletters, and other documents as directed.
3. Manages orders for external printing and mailing services; processes periodic bulk mailings.
4. Answers phones and takes messages or responds to email inquiries by providing information regarding services and events of the Office of Family Life.
5. Maintains schedule of events and services for the Office of Family Life. Processes registrations for events. Communicates with diocesan and parish personnel via phone and email to assist in scheduling external events and services, shares bulletin information, etc. as directed.
6. Assists in the preparation of financial matters, compiling and tabulating data as directed; processes stipends; receives and processes fees for Office of Family Life events.
7. Manages and uploads information to the Office of Family Life website and social media platforms.
8. Organizes and maintains office resource library; ensures the availability of an adequate supply of brochures and materials, as directed.
9. Obtains office supplies and schedules necessary equipment maintenance, as directed.
10. Provides bi-lingual communication and translation services in Spanish and English as needed to support Office activities and events, whether through oral communication or writing.

### **OTHER RESPONSIBILITIES:**

1. Participates in staff meetings, staff training, and development activities.
2. Participates in staff meetings; prepares and distributes minutes.
3. Attends and provides event support at conferences, presentations, and events sponsored by the Office of Family Life
4. Prepares and maintains a reference manual for the assigned position.
5. Participates in the preparation, orientation, and supervision of volunteers as directed.
6. Performs other duties as required.

**QUALIFICATIONS:**

1. Must possess strong computer skills.
2. Must have expertise in Microsoft Word and Excel, experience with desktop publishing software and social media platforms.
3. Strong communication and writing skills; Data analytical skills; Organizational skills; customer service skills.
4. Fluency in the English language and the Spanish language required.

**WORKING ENVIRONMENT:** Responsibilities of the Administrative Support Specialist involve travel and work beyond the regularly scheduled workday.

If interested, please submit resume and cover letter to [recruiting@rcdoc.org](mailto:recruiting@rcdoc.org).