

**ARCHDIOCESE OF SANTA FE  
4000 ST. JOSEPH'S PLACE NW  
ALBUQUERQUE, NM 87120**

**ANNOUNCEMENT OF POSITION AVAILABILITY**

**POSITION TITLE:** Secretary III, Office of Social Justice and Respect Life

**DEPARTMENT:** Pastoral Ministries Division

**DUTIES & RESPONSIBILITIES:**

The Secretary is responsible for carrying out the ordinary assigned duties of a secretary and performs specific responsibilities as designated by the Director. Conscious that the secretary is often the first contact with the office directly, by telephone, or through written correspondence, the secretary is to be professional, gracious, courteous, efficient and confidential in all dealings and situations.

**QUALIFICATIONS:**

A. *Education/Work Experience/Skills*

- Associate Degree in business/administration or equivalent
- Solid praxis in theology and Roman Catholic traditions
- Three years' secretarial experience with administrative duties
- Bilingual preferred; ability to speak, read, write Spanish, ability to translate and interpret conversation
- Proficiency with MS Office; Outlook, Excel, Publisher, Power Point, proficiency with Quicken
- Type 60 wpm
- Knowledge of standard office procedures; ability to operate office equipment
- Evidence of ability to coordinate, schedule, follow through and carry out assignments accurately and with minimal supervision
- Proven written and verbal communications skills, ability to read, analyze and accurately interpret data
- Ability to create correspondence, reports, spreadsheets and summaries
- Ability to use and maintain social media for Office
- Dependability and punctuality
- Ability to work well with staff and supervisors
- Understanding of the various aspects of ministry and cultural diversity evidenced in the Archdiocese of Santa Fe; basic knowledge of Catholic social teaching
- Flexibility and openness to change
- Ability to work well with staff and supervisors
- Pre-employment drug screen

**SPECIFIC DUTIES:**

1. In work situation and dealing with co-workers and public, adheres to the Mission Statement of the Catholic Center and follow policies and procedures of the Archdiocese, Catholic Center, and the Pastoral Ministries Division.
2. Perform all the ordinary and expected responsibilities of the Director's secretary utilizing personal and technical skills.
3. Prepare, respond to, organize, distribute, and file correspondence, minutes, memos, reports, statistics and other materials related to the operation of the office.
4. Answer incoming calls, take messages, follow up as necessary.
5. Keep and update forms and information dealing with the Social Justice and Respect Life Office.

6. Keep records relative to workings of the Office of Social Justice and Respect Life.
7. Maintains inventory of needed supplies and keeps office and supplies in good order.
8. Maintain calendar for the Office of Social Justice and Respect Life.
9. Coordinate activities related to Office sponsored events, speaker tours, meetings, including registration, payments, confirmations, and follow-ups.
10. Makes arrangements for meeting space, making sure the space is properly prepared and equipped. Takes full responsibility for the details of hospitality for these events including food and set up.
11. Maintains the office resource library, cataloguing, developing check-out system for all resource materials, keeping all materials updated and in order.
12. Update information for publication in the Kenedy Directory and internal Catholic Center directory.
13. Manage Office of Social Justice and Respect Life website, keeping all information current.
14. Administer accounts payable and receivable for all Office of Social Justice and Respect Life ministries. Maintain financial records in Quicken and spread sheet reports for all Office ministries.
15. Meet deadlines with reliability.
16. Exhibit helpful, caring, professional attitude at all times.
17. Responds to requests, information, etc., appropriately and with confidentiality
18. May be called upon, at the discretion of the immediate supervisor, to perform comparable duties of a similar or related nature or to assist in other areas where Catholic Center needs require.

**PAY STEP: 4      \$19.98 per hour, \$36,364 / year, 35 hours per week, excellent benefits package**

**CONTACT: Director of HR, 505-831-8130 or email at [csalcido@archdiosf.org](mailto:csalcido@archdiosf.org)**

**POSTING DATE: August 15, 2019**

**CLOSING DATE: August 30, 2019**