



THE DIOCESE OF
HOUMA THIBODAUX

FULL-TIME POSITION AVAILABLE
Administrative Manager and Executive Assistant

The Diocese of Houma-Thibodaux is seeking a full-time **Administrative Manager and Executive Assistant** to the Chief Financial and Operating Officer.

Primary duties will be clerical, administrative and project-based and include management of administrative and operational processes. Candidate will be handling information requests and financial data, and will be responsible for preparing reports, memos, and correspondence. Will also be responsible for managing calendars, making travel, meeting and event arrangements. Additionally, this position will be the primary point of support and contact and will be liaising with diocesan council and board members. This position is often privy to confidential information and as such, requires confidentiality, diplomacy and discretion. Position may have supervisory duties of support personnel.

Typical work days involve performing office and administrative tasks to assist senior executive management to include but not limited to:

- ❖ Attend meetings and take comprehensive notes
- ❖ Able to remain organized in a fast-paced environment
- ❖ Interact with others in a professional manner
- ❖ Offer a quick resolution to assigned projects
- ❖ Research items requested in a timely manner
- ❖ Communicate effectively with the rest of the team
- ❖ Communicate in a professional manner
- ❖ Continual exposure and retention of confidential information

QUALIFICATIONS TO PERFORM THE JOB SUCCESSFULLY:

Education and/or Experience:

- High school diploma and college level studies...degree preferred
- 3+ years of experience in executive level support

Other Skills required:

- Maintain a high level of confidentiality
- Excellent computer skills with proficiency in Microsoft Office & Outlook
- Excellent communication skills
- Time management and organization skills
- Basic understanding of project management
- Must be able to multi-task and set priorities in a fast-paced environment
- Must be Safe Environment trained
- Knowledge of Catholic Church and its teachings and values

The work schedule is 35 hours per week, Monday-Friday 8:30 am-4:30 pm. Competitive compensation and generous benefits.

APPLICATIONS

For consideration, please submit a cover letter, including salary requirements, and a resume to hr@htdiocese.org. Please include *Executive Assistant* in the subject line. Applications are now being accepted until position is filled.

The Diocese of Houma-Thibodaux is an Equal Opportunity Employer and does not discriminate against applicants or employees by reason of race, color, religion, sex, national origin, age, disability, veteran status, genetic information of any other basis prohibited by applicable law.*

**The Diocese, in its sole discretion, reserves the right to require "practicing Catholic" to be a qualification for a position.*

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