



Job Description

TITLE: Executive Assistant

REPORTS TO: Bishop of Salina and Vicar General

LOCATION: Chancery, 103 N. Ninth Street, Salina, Kansas

HOURS: Full time, M-F, Part time.

CLASSIFICATION: Non-exempt

PURPOSE OF THIS POSITION:

The Executive Assistant is appointed by the Bishop of Salina to assist the Bishop and Vicar General to coordinate all matters of administrative affairs; to properly fulfill the various needs of their office; and to assist them in their administration of all diocesan functions. The Executive Assistant also works closely with diocesan staff to appropriately support the Bishop in his chief roles of teaching, sanctifying, and governing the faithful and to foster mutually responsive relationships with diocesan institutions (parishes, Catholic schools, etc).

Major Responsibilities, Duties, Skills and Knowledge:

- Screens, handles and responds to inquiries and correspondence;
- Manages the Bishop's calendar and written communications;
- Coordinates meetings, including the preparation of agendas, minutes and other relevant material;
- Must be able to maintain confidentiality and being a trusted assistant to the Bishop and Vicar General at all times;
- Balance credit card statements, prepares purchase orders, coordinates travel meetings and flight arrangements;
- Responsible for screening telephone calls for the Bishop and Vicar General in a professional manner especially when dealing with sensitive and confidential situations and/or issues or difficult people;
- Must possess excellent written communication and presentation skills, filing and organization skills;
- Proficient computer skills and in-depth knowledge of relevant software;
- Ability to plan, prioritize and at times work under pressure regarding job tasks within deadlines;

- Ability to work independently or in a team setting coupled with good business and social judgment;
- Assist the Bishop and Vicar General in handling problems and situations as they arise, seeking solutions that balance the needs of multiple constituents for the good of the mission and long-term operational viability;
- Ability to create a good impression, respect, confidence and diplomacy with fellow staff, priests, and all who come into the office.
- Active Catholic in good standing with a strong desire to assist the Catholic Church in faithfully and responsibly attending to temporal affairs;
- Highly developed interpersonal skills with proven ability to create and sustain appropriate working relationships of mutual trust and respect;
- Ability to communicate clearly and persuasively;
- Oversee special projects for the Bishop and/or Vicar General and all other duties as assigned.

Education and Experience: Bachelor's degree preferred. A minimum of five (5) years of professional experience preferred.

Minimum Requirements: Must be able to continuously sit at desk 7-8 hours per day at keyboard, ability to reach occasionally above head for supplies, files, etc., ability to lift up to 20 pounds, and ability to bend to do filing.

Equipment Used: Computer, printer, scanner, copy machine, and adding machine.

Other: Satisfactory background check and training in compliance with The Charter for the Protection of Children and Young People (USCCB) and other related diocesan requirements.