



Administrative Assistant – Department of Catholic Education (F/T) – Wilmington, DE

This on-site position is located in Wilmington, Delaware. The Catholic Diocese of Wilmington is seeking an Administrative Assistant who will serve as the first point of contact for the Catholic Schools Office and the Department of Catholic Education, provide support to the Superintendent and staff, and manage the finances for the office. The schedule for this full-time position is Monday through Friday, 8:30 am – 4:30 pm, and may require occasional availability outside of regular business hours, as needed.

Essential Functions:

- Screens and forwards all calls and emails that come to the office and warmly welcomes all visitors.
- Maintains appropriate office flow by performing a variety of administrative and clerical tasks.
- Prepares and organizes materials for meetings, makes necessary meeting arrangements, and provides support for Superintendent as needed for a variety of projects.
- Speaks on behalf of the Superintendent in handling complaint calls needing attention at the local level and interacts with other Diocesan staff concerning the business of the Schools Office.
- Prepares individual and multi-merge correspondence.
- Coordinates the preparation of the agenda and calendar for the weekly staff meetings.
- Manages office finances and maintains inventory and supplies.
- Maintains licensing and contract files for school nurses and manages pay requests.

Minimum Qualifications:

- High school diploma with three years of experience in a progressively responsible administrative or secretarial position; or equivalent combination of education and experience.
- Proficient with multiple software programs including MS Office/365, Survey Monkey, Google Apps, and email applications.
- Experienced in working with a database.
- Organized, detail-oriented, and works with ease in a multi-task environment.
- Knowledgeable of and skilled with usual office equipment.
- Excellent written and oral communication skills.
- Excellent interpersonal and customer service skills with comfort in handling difficult phone calls.
- Professional in both demeanor and appearance.
- Ability to coordinate office activities with candor and respect.
- Ability to travel throughout the footprint of the Catholic Diocese of Wilmington.
- Ability to maintain confidentiality while working with confidential/sensitive materials, information, and data.
- Willingness to consent to a satisfactory criminal background check and drug screening in accordance with applicable laws.
- A commitment to the mission and values of the Catholic Diocese of Wilmington.

To apply, please visit [here](#).