



Catholic Diocese of Baton Rouge

Administrative Assistant to the Vicar General and the Chancellor

General Statement of Duties

This position provides administrative support to the Vicar General and the Chancellor. The position will also handle special projects, complex record keeping, statistical gathering and reporting, and other duties to contribute to the functions of the Chancery. This position requires a high level of confidentiality, handling sensitive information and matters necessitating discretion on a frequent basis. These functions involve all diocesan secretariats, departments, parishes, and schools; local, regional, and national committees; as well as civic, ecumenical, and other organizations.

Education and Experience Requirements

- Associates degree or equivalent education in business management, and two years related professional level administrative experience; Bachelor's degree preferred. Note: Additional two years related experience may be substituted in lieu of educational requirement.
- Two years' experience in church related work on the parish or diocesan level.
- Some knowledge of Canon Law.
- Excellent typing/word processing skills and working knowledge of various computer programs to include Microsoft Office Professional, General Internet, and Electronic Document Management System (preferred).
- Due to the nature of this position, it is required that the incumbent be a practicing Roman Catholic who is registered and active in a parochial or religious community.

Other Requirements

- Strong professional and interpersonal skills demonstrating the ability to communicate clearly and effectively with others on all levels both orally and in writing.
- Self-directed and able to work with little supervision.
- Ability to exercise good judgment in handling difficult and/or sensitive situations, with ability to maintain strict level of confidentiality and discretion.
- Ability to exercise good organizational and time management skills, attention to detail and ability to manage projects and multiple priorities.
- Strong analytical skills.

Please submit letter of interest, resume, and references to hr@diobr.org

Application Deadline is **November 13, 2017**