

## **Administrative Assistant – Office of Youth and Young Adult Ministry at St. Vincent de Paul Parish**

St. Vincent's Youth and Young Adult Ministry is looking for a full-time administrative assistant. Working hours are Monday - Friday (8:30am-4:30pm).

The position is Hourly and eligible for Diocesan Benefits.

### **Primary Duties and Responsibilities:**

- Organize and maintain an office filing system-securing sensitive organizational information
  - (spreadsheet registration, data entry, medical forms, contact information, permission slips, safe environment documentation, money for any income, file and make copies of receipts and turn in)
  - electronic and cabinet organization
- Make purchases and file receipts for items used in Life Center by all middle school, high school, and young adult groups
  - (eg. Paper products, silverware, office supplies, general snacks)
- Assist in booking needs for events and guest speakers-specifically logistics
  - (eg. Hotel rooms, transportation)
- Manage, prepare and organize event and volunteer materials
  - (Core Bags (note cards, handouts); Confirmation Materials for retreat; etc.)
- Provide proofing and insight with drafting forms, newsletters, and advertising materials
- Communication with Church staff, teens and parents
  - (eg. safe environment, maintenance, flocknote, mass mailings, sending postcards)
- Upload forms and update calendar to the youth and adult ministry website
- Upholding the teaching of the Catholic Church in the workplace
- Help organize and maintain storage room and stewardship of Life Center