



Catholic Diocese of Evansville
Catholic Schools Office
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Evansville, Indiana 47724-0169
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Web Address: www.evdio.org

School Name: [Holy Trinity](#)

Contact Name: [Jon Temple](#)

Contact Phone Number: [812-482-4485](#)

Contact Email: jtemple@evdio.org

Date Posted: [3/18/2026](#)

Date Closed: [4/10/2026](#)

Job Type: [Non-Certified](#)

Employment Type: [Full-Time](#)

Title/Position: [Administrative Assistant](#)

Grade Level/Subject Area: [3rd-8th Grade](#)

Start Date: [7/1/2026](#)

Job Description/Responsibilities:

[Holy Trinity Catholic School is seeking an Administrative Assistant for our East Campus, which serves students in 3rd-8th grade. The Administrative Assistant is responsible for providing support to the Principal in a wide range of office and school operations; coordinates and organizes office activities and coordinates the flow of communication and information for the Principal; maintains confidentiality of sensitive and personal information; and prepares and maintains a variety of records and reports related to assigned activities. This is a full-time position with benefits beginning July 1st.](#)

Qualifications:

[Office, secretarial, or school experience is preferred](#)

Additional Instructions:

[Interested applicants should email a cover letter and resume to Jon Temple at \[jtemple@evdio.org\]\(mailto:jtemple@evdio.org\)](#)

Application Instructions:

Thank you for your interest in working for the Catholic Schools of the Diocese of Evansville. Please email a letter of interest and completed application packet to the Catholic Schools Office at cso@evdio.org.

Application Packets can be downloaded from the Diocese of Evansville website.

Certified Teacher Application <http://www.evdio.org/certified-employee-application-instructions.html>

Non Certified Application <http://www.evdio.org/non-certified-employee-application-instructions.html>

Bus Driver Application <http://www.evdio.org/bus-driver-employee-application-instructions.html>