



Job Title: Pastoral Ministries Administrative Assistant
Location: Diocese of Evansville
Reports To: Director of Catechesis
FLSA Status: Part-Time, Hourly
Date: November 2024

We, the Catholics of the Diocese of Evansville, are committed to continuing the mission of Jesus Christ in the world today by joyfully living the gospel, ministering to all in justice and charity, and inviting people into a personal encounter with the living God through Word, Sacrament and Service.

Summary:

The Pastoral Ministries Administrative Assistant assists the Offices of Catechesis, Office of Youth & Young Adult, Marriage, Family & Life, and Hispanic Ministries in the implementation, coordination, communication and execution of events, resources and programs oriented toward putting people in communion with Jesus Christ, bringing them more fully into the life of the Catholic Church and in forming them as evangelizing disciples of Jesus Christ in the Catholic Church.

Essential Job Functions:

- Assist with departments with budget and financial transactions
- Create department budgets and monitor expenses throughout the year
- Reconcile credit card statements
- Request checks for various expenses, including grant reimbursement requests
- Assist with grant/scholarship processing
- Organize, plan, and participate in various committees, events, meetings, formation, and occasional special projects
- Facilitate communication between the departments and parish staff, volunteers and others
- Keep contact information updated for various lists: PCLs, RCIA Coordinators, etc.
- Create monthly newsletters for the Office of Catechesis
- Create various flyers, forms, surveys, schedules, slide shows, etc.
- Coordinate the schedule for Office of Catechesis articles for *The Message*
- Responsible for sending out yearly questionnaires to each parish and collate the results
- Keep the department calendar updated; schedule rooms for meetings
- Order supplies for the department
- Provide regular assistance to the Offices of Youth & Young Adult and Marriage Family & Life, and Hispanic ministries based on the coordinated needs of the respective offices.

Employees shall exhibit in behavior and lifestyle values in accord with Catholic teachings in particular as well as being a practicing Catholic. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville

I have read, and understand the requirements of this job. I am able to perform the essential functions of this job with or without accommodations. I understand the responsibilities and duties that I am to accomplish in this position.

Employee Signature

Date

Supervisor Signature

Date