

**Archdiocese of Louisville**  
**Position Description**

Agency: Office of Youth and Young Adults

Number Supervised: 0

Position Title: Secretary & Programs Assistant

Status: Exempt  Non-Exempt

Accountable to: Agency Director

Hours Per Week: 35

I. Position Summary:

Assist in all areas of administration, communications, and programs of the Office of Youth and Young Adults.

II. Primary Duties and Responsibilities

Administration:

- Assist Directors with preparation and monitoring of budget
- Maintain all financial records; prepare check requests, and reconcile monthly financial reports
- Monitor voice messaging system and make initial and follow-up phone calls as needed
- Keep all records updated and maintain databases for tracking relevant information
- Handle paperwork for event registration processes
- Maintain various databases for smooth office management
- Assist directors with planning and preparation for meetings, trainings, and other events
- Maintain inventory and order envelopes, letterhead, and other office supplies as needed

Secretarial/Clerical:

- Attend and assist with Agency or Archdiocesan events, as needed
- Process and respond in a timely way to calls and e-mails
- Handle inquiries and prepare and mail information
- Update and maintain agency's website, calendar, social media
- Compose and distribute correspondence
- Schedule and coordinate with various locations, bus companies, caterers for events
- Assist directors with preparation of newsletters and other information for regular mailings
- Record and distribute minutes from meetings as needed
- Coordinate materials for information or training sessions
- Work with parish staff and volunteers with processing requests for information and assistance
- Assist with room set-up, assembly of materials, and event check-ins as needed
- Assist with Maloney Center switchboard relief and, if needed, open switchboard in absence of receptionist
- Additional duties as required

III. Position Qualifications and Competencies:

- Practicing Catholic in good standing with passion to further Catholic outreach to young people
- Excellent communication and interpersonal skills with an ability to maintain confidentiality
- Sensitive, pastoral approach and a particular desire to serve the Church's mission of ministry with youth and young adults and those who minister to them
- Team player willing to learn new skills and processes and grow personally and professionally
- Strong organizational and multi-tasking skills, flexible, self-starter
- Robust computer skills with particular emphasis on Microsoft Office Suite (including Publisher), Google Suite (including Forms), Eventbrite, Constant Contact, and similar tools
- Comfortable with and skilled in creating content for variety of social media platforms
- Requires work and attendance at some weekend or evening events