

Archdiocese of Louisville

Hispanic Ministry

Position Description

Agency: Office of Hispanic Ministry

Position Title: Secretary

Status: Full Time / Non-Exempt

Accountable to: Agency Director

Minimum Hours Per Week: 35+

Description:

Provide overall support for the Office of Hispanic Ministry and the Hispanic community.

Duties:

- Provide administrative and secretarial assistance; Professionally, timely and accurately answer and direct all phone calls, emails, and written correspondence
- Attend scheduled meetings and take minutes.
- Assist with programs, retreats, and other events (some weekends will be required); prepare materials as needed
- Accurately manage databases, contact lists and files.
- Maintain office supplies
- Perform routine light bookkeeping tasks; request payments; prepare and make deposits.
- Light travel to other locations may be required.
- Perform other duties as assigned

Requirements:

- Knowledge of Hispanic culture.
- Fluency in spoken and written skills with Spanish and English
- Experience in pastoral ministry preferred
- Accurate data entry skills
- Good organizational and listening skills
- Ability to prioritize multiple projects at one time
- Basic computer and social media skills
- Flexibility with weekly schedule
- High school education or equivalent; bachelor's degree is preferred.