

**Archdiocese of Louisville
Position Description**

Agency: Office of Worship

Position Title: Secretary

Accountable to: Agency Director/Vice Chancellor

Number Supervised: 0

Status: Non-Exempt

Minimum Hours per week: 35

I. Position Summary:

To provide secretarial support for the Office of Worship with additional duties to serve as break and occasional out of office support to the receptionist at the Maloney Center.

II. Primary Duties and Responsibilities Worship Secretary:

- Design and prepare worship aids for archdiocesan liturgies
- Photocopy and prepare materials for workshops, classes, etc.
- Update information for website and social media
- Editing and proofreading
- Serve as primary receptionist for the office: answer and direct phone calls and emails; greet and assist visitors
- Organize and schedule meetings and appointments
- Take accurate minutes of meetings
- Maintain contact lists
- Produce and distribute communications
- Maintain digital and manual filing systems
- Prepare and manage invoices
- Maintain office supplies inventory
- Cover building-wide administrative duties (e.g. switchboard) on rotation schedule as needed
- Other related duties as assigned

Additional Duties and Responsibilities as the Front Desk substitute:

- This position serves as first contact on telephone calls and visitors to the Maloney Center.
- Answer incoming calls; direct calls to the appropriate staff person; take messages if necessary; Greet visitors; periodic help with various materials and mailings when necessary

III. Position Qualifications and Competencies:

- Excellent communication skills, both oral and written
- Computer skills: Microsoft office suite, Adobe design products, Outlook; basic web design and video editing skills if possible
- Must be an active, practicing Catholic