

**Archdiocese of Louisville
Job Description**

Position Title: Secretary in the Office of the Archbishop
Reports To: Chancellor
Number Supervised: None
Status: Full-Time Exempt

I. Position Description:

To serve the Archdiocese of Louisville through a variety of secretarial/administrative tasks related to the Office of the Archbishop and administration.

II. Primary Duties and Responsibilities:

- A. Provide support to Pastoral Center Offices:
 - Assist Senior Administrative Staff with secretarial support.
 - Notify parishes of Baptism of ordinations to diaconate or priesthood.
 - Prepare letters of good standing for priests and deacons
- B. Maintain and submit information for the Archdiocese of Louisville section of the *Official Catholic Directory* annually.
- C. Submit statistical report to the Holy See; update information for Ordo annually.
- D. Coordinate annual archdiocesan wide Crusade for Children donations.
- E. Propagation of the Faith:
 - Provide secretarial support for Propagation of the Faith Director
 - Serve as the contact person for visiting missionaries and hosting parishes.
- F. Provide support to the Office of Continuing Education; provide support to the Director of Facility Management
- G. Support of Pastoral Center Operations:
 - Arrange for shredding documents.
 - Staffing of Pastoral Center switchboard for daily receptionist breaks and occasionally when receptionist is out for partial day.
 - Plan and perform tasks related to annual secretaries' day event.
 - Prepare for Holidays and special events including but not limited to: Christmas, Easter, Archbishop's Open House.
 - Mailing and postage machine oversight; order postage supplies
 - Order and maintain Pastoral Center general supplies, including copy machine maintenance and supplies at the Pastoral Center.
 - Order and maintain Office of the Archbishop supplies including but not limited to stationery, envelopes, general office supplies
- H. Provide support services to parishes and parishioners:
 - Write for Papal Blessings
 - Record Mass Intentions as they are donated and released.
 - Maintain files and records for parishes, including closed parishes.
 - Research and prepare sacramental records for most closed parishes.

III. Position Requirements:

Requires flexibility, ability to maintain confidentiality, and have excellent computer, written and oral communication skills; requires the ability to sit for extended periods, stand, walk, bend, go up and down stairs and lift at least 10 pounds as needed to perform some job duties.

Must be an active, practicing Catholic with respect for Church protocol, organization, and structure.