



Position Opening

Diocese of Toledo

Department of Catholic Education

Administrative Assistant

The Diocese of Toledo is searching for a full-time Administrative Assistant to join our Department of Catholic Education. The Administrative Assistant provides administrative and clerical support for the Department of Catholic Education, which supports Catholic schools, parish schools of religion, and homeschool families throughout the Diocese of Toledo.

Primary responsibilities include:

- Provides administrative support for the Senior Director and department staff, including scheduling meetings, creating neat and professional correspondence, proofreading and editing materials, processing mail, and other routine clerical duties
- Assists with planning and making arrangements for various meetings, conferences, and events.
- Maintains department records, including databases, and assists with the execution and review of ministerial contracts.
- Answers phone calls and forwards calls to the appropriate personnel or provides assistance within scope of authority and responsibility, necessitating empathy, tact, courtesy and diplomacy when dealing with guests. Contacts frequently involve confidential/sensitive matters necessitating discretion.

Candidates for the position must possess:

- High School diploma or GED required
- At least three (3) years of experience working in a professional office setting, with school or parish-related experience strongly preferred.
- The ability to respect, promote, accommodate, and not be in conflict with the mission, moral and social teachings, doctrines and laws of the Roman Catholic faith.
- High level of computer skills, including Microsoft Office (Word, Excel, Outlook, Access), Google Suite, and emerging applications and software solutions.
- The ability to provide an exceptional level of service to department staff and internal/external personnel. Must be able to organize and prioritize work, be proactive, take initiative, simultaneously manage multiple priorities and have attention to detail.
- Must possess a valid driver's license and be comfortable with occasional travel throughout the diocese.
- Must successfully pass the required background check and all requirements of the Policy for the Protection of Minors and Young People prior to employment and maintain a satisfactory background check throughout employment.

Qualified candidates please submit cover letter, resume and salary expectations to
humanresources@toledodiocese.org