

## Job Posting Form

Date Posted: September 15, 2020

Send resume to: Deacon Tim Chriswell  
795 Main Street  
Buffalo, NY 14203-1250  
Email: [tchriswell@buffalodiocese.org](mailto:tchriswell@buffalodiocese.org)

Type of Employment: Summer:  Part-Time:  If part-time, # of hours per week 15-20 hrs Full-Time:

Job Title of Open Position: Administrative Assistant

Salary: Commensurate upon experience/education Salary will be:  hourly  other  
Vicar for Evangelization &

Employer: Diocese of Buffalo Department Ministerial Formation

Location Address: 795 Main St., Buffalo, NY 14203

Employer website: www.buffalodiocese.org

### **Brief Job Description**

Administrative Assistant is responsible for carrying out assigned duties and specific responsibilities for the Vicar for Evangelization and Ministerial Formation and Director of Diaconate.

### **Essential Duties & Responsibilities:**

- Update website using WordPress
- Draft correspondence for the Vicar of Evangelization and Ministerial Formation and Director of Diaconate
- Coordinate and follow-up with deacons and formation personnel via email and phone
- Must be available to work on Saturdays, once a month September through December; February through April; and two Saturdays in May. Weekdays can be at employee's availability
- Occasional travel between the Catholic Center, St. Rose in North Buffalo, and D'Youville College
- Other duties as assigned

### **Qualifications: Required Education/Experience**

#### **Education:**

**Minimum:** College student preferred

#### **Experience:**

##### **Minimum:**

- Experience with Microsoft Office Suite: Word, Excel, Outlook
- Experience with WordPress

### **Desired Skills**

- Ability to work in a fast-paced environment
- Ability to multitask
- Communication and organizational skills
- Flexibility with work schedule
- Ability to travel to off-site locations

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than **until position is filled.**