

Job Description: Executive Assistant

Holy Spirit Catholic Church seeks an Executive Assistant reporting directly to the Pastor. The executive assistant will provide administrative support and be the primary contact person for the Pastor. This individual manages day-to-day administrative tasks, provides excellent communication and organizational support, and embodies the mission and values of the Catholic Church.

Duties and Responsibilities

- Manage the Pastor's calendar, schedule appointments, and coordinate meetings with parish staff, volunteers, and external contacts.
- Prepare correspondence and reports.
- Maintain office and project files.
- Plan and coordinate meetings; take and prepare meeting minutes.
- Maintain accurate and confidential records, including sensitive parishioner information.
- Prepare wedding files.
- Oversee incoming and outgoing mail, emails, and phone communications.
- Handle confidential matters.
- Assist or lead in the planning and execution of various parish events.
- Additional duties as assigned by the Pastor.

Skills and Abilities:

- Build and maintain constructive relationships with Parish and Chancery staff.
- Respect and maintain strict confidentiality with sensitive matters.
- Maintain high attention to detail.
- Use strong verbal/written communication skills to exchange information clearly and concisely.
- Handle multiple, competing priorities.

Knowledge and Experience Requirements

- Commitment to the teachings and values of the Catholic Church.
- Two years of college, undergraduate degree preferred or equivalent experience.
- At least five years' executive assistant experience for a senior executive.
- Excellent verbal and written communications skills.
- Proficiency in Microsoft Office Suite, including Word, Excel, and Publisher.
- Outgoing, positive professionalism and polished appearance.

- Ability to handle sensitive and confidential information with integrity.
- This is a full-time position, with a minimum of 40 hours a week on site, with occasional evenings and weekends.
- Ability to pass background check and to successfully complete the Archdiocese of Atlanta Safe Environment training course.

Compensation

Compensation is commensurate with experience and ability. This position includes full health benefits, vacation, and retirement according to the Archdiocese of Atlanta benefits package.

To Apply

Please submit a resume and cover letter detailing your qualifications, commitment to the mission of Holy Spirit Catholic Church, and salary requirements to Kelly Angelo, kangelo@hscatl.com.