

**ARCHDIOCESE OF SANTA FE
4000 ST. JOSEPH'S PLACE N.W.
ALBUQUERQUE, NM 87120**

ANNOUNCEMENT OF POSITION AVAILABILITY

POSITION TITLE: Secretary III, Communications/*People of God* Newspaper
DEPARTMENT: Director of Communications/Editor, *People of God*
DUTIES & RESPONSIBILITIES:

Under the direction of the Director of Communications, prepares written material for publication for the Office of Communications/Media, performing any combination of the following duties: writes draft articles and captions according to office and publication requirements, rewrites or modifies copy to conform to publication's style, proofs correspondence/material to detect errors and indicates corrections; reads copy to detect errors in spelling, punctuation, and syntax,; verifies facts, dates, and statistics, using standard reference sources; maintains office databases; as directed, initiates or replies to correspondence regarding material published or being considered for publication in the monthly issue of *People of God* Increases ad revenue for media projects. Conscious that the secretary is often the first contact with the office directly by telephone or through written correspondence, the secretary is to be gracious, courteous, efficient and confidential in all dealings and situations.

QUALIFICATIONS:

- A. Education/Work Experience/Skills Requirements
- High school diploma
 - Three years work experience in a newspaper environment
 - Computer literate in Microsoft Office, Windows XP, Access, MS Project
 - Keen eye for detail
 - Type 60 wpm
 - Working knowledge of church structure and ministries related to Liturgy and Christian Initiation
 - Possess advanced writing skills to compose articles, letters and other office correspondence
 - Possess proofreading skills and have extensive knowledge of grammar and punctuation
 - Knowledge of journalistic practices
 - Strong knowledge of the community and fastidious fact-checking skills
 - Light bookkeeping abilities
 - Evidence of ability to coordinate, schedule, follow through and carry out numerous assignments accurately
 - Understanding of importance and adherence to confidentiality
 - Detail oriented; problem solver
 - Dependability and punctuality
 - Good filing and organizational skills
 - Flexibility and openness to change
 - Demonstrated sensitivity to a multi-cultural church
 - Ability of work well with staff and supervisors

SPECIFIC DUTIES:

1. In work situation and dealing with co-workers and public, adhere to the Mission statement of the Catholic Center and Code of Ethics and follow policies and procedures of the Archdiocese and the Catholic Center.
2. Perform all the ordinary and expected responsibilities of a secretary utilizing professional and technical skills to complete the goals of the Office of Communications/Media.
3. Prepare and disseminate correspondence, as directed by Director.
4. Research and write articles as directed by Director.
5. Assist and adhere to project timelines.
6. Submit all articles received for publication in *People of God* to Editor.
7. Prepare copy.
8. Transcribe dictation/recordings in designated format as directed.
9. Work with Director to determine themes, special features and special series.
10. Maintain respective databases.
11. Create ad list to increase media revenue and successfully contracts new advertisers for media projects.
12. Respond to questions re: articles, ad placement requests appropriately.
13. Mail paper monthly to individuals on newspaper's mailing list.
14. Respond to questions from parishes.
15. Keep all records current.
16. Compose draft materials as directed.
17. Meet deadlines with reliability.
18. Exhibit a helpful, caring, professional attitude at all times.
19. Keep work area in good order.
20. Must be able to express ideas clearly and logically. A broad range of knowledge, self-motivation, and perseverance also are valuable; must demonstrate good judgment.
21. Ability to concentrate in a fast-paced environment and work under pressure.
22. May be called upon, at the discretion of the immediate supervisor, to perform comparable duties of a similar or related nature or to assist in other areas of the Office of Communications and Catholic Center when needs require.

PAY STEP: 4 \$22,386./yr. 35 hour work week, excellent benefits package

CONTACT: HR Director, 505-831-8130 or email csalcido@archdiocesasantafe.org

POSTING DATE: January 9, 2008

CLOSING DATE: Open until filled.