

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

**ANNOUNCEMENT OF POSITION AVAILABILITY**

**POSITION TITLE:** Secretary, Ministry Resources and Formation

**DEPARTMENT:** Pastoral Ministries Division, Ministry Resources and Formation

**DUTIES & RESPONSIBILITIES:** Perform assigned secretarial and clerical functions for the Director of the Ministry and Resource Center. 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:**

Education/Work Experience/Skills and Personal Requirements

- High School graduate with at least one year of post secondary schooling
- Solid praxis in theology and Roman Catholic traditions
- Two years of clerical and secretarial experience
- Computer literate, facility with MS Outlook and latest version of Office Pro
- Type 40 wpm
- 10 key by sight
- Knowledge of basic grammar, spelling and punctuation.
- Facility with detail work
- Ability to answer the telephone
- Proven written and verbal communication skills
- Dependability and punctuality
- Demonstrated sensitivity to a multicultural church
- Flexibility and openness to change
- Ability to work well with staff and supervisors
- Familiarity with library science
- Preferred bi-lingual (English/Spanish)
- Familiarity with social media (FaceBook, Twitter, etc)

**SPECIFIC DUTIES:**

1. In work situation and dealings with co-workers and public, adhere to the Mission Statement of the Catholic Center and follow policies and procedures of the Archdiocese, Catholic Center, and Pastoral Ministries Division.
2. Along with the Director, greets MRC patrons and assist them in researching, retrieving, and checking out materials.
3. Receive returned materials, check them in, and return them to their assigned shelf.
4. Duplicate, collate, and organize materials for mailings, meetings, courses and workshops; trains and coordinates volunteers to do so.
5. Review catalogs of educational materials, make recommendations for purchase and place orders for materials and office supplies.
6. Maintain office files and other materials in an orderly fashion.
7. Prepare and maintain presenters' binders and all handouts and materials for courses in an orderly

- manner; trains and coordinates volunteers to do so.
8. Keep current all participant paper files, entering data and filing records of participation in a timely manner.
  9. Keep accurate record of certificates issued for participants and make copies of files.
  10. Prepare and maintain budget/accounting records and prepare requisitions for payment.
  11. Prepare memos, return phone calls, send faxes, and write letters as requested by the director.
  12. Oversee the activities of the MRC when director is absent.
  13. Assist the Director in posting departmental news and information via social media.
  14. 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 where the Catholic Center needs require.

**PAY STEP: \$25,597.15/yr., 35 hours per week, excellent benefits package**

**CONTACT: HR Director, 505-831-8130 or email at [csalcido@archdiosf.org](mailto:csalcido@archdiosf.org)**

**POSTING DATE: March 14, 2017**

**CLOSING DATE: March 28, 2017**