



ARCHDIOCESE OF MIAMI

Office of Human Resources

Date: July 16, 2020

Subject: Full-time Administrative Assistant / Respect Life Administrative Office

The **Respect Life Ministry** of the Archdiocese of Miami is seeking a Full-time Administrative Assistant for the Respect Life Administrative Office in Hollywood, Florida. This position will assist and support the Director the Assistant Director in managing the operations of the Office of Respect Life Ministry and its Pregnancy Help Centers. Responsibilities include answering phone calls and emails, office management, assisting with event planning, online content creation and basic graphic design, internal and external communications, procurement, billing, account management, and other tasks and projects as assigned. The Administrative Assistant performs all duties and responsibilities in alignment with the mission, vision and values of the Catholic Archdiocese of Miami.

Schedule: 40 hours per week; Monday - Friday, 9:00 A.M. -5:30 P.M. with occasional nights and weekends.

Qualifications:

- High school diploma or GED required; Bachelor's degree preferred.
- Ministerial or pro-life experience preferred.
- Good oral and written English language communication skills is a must, including a clear speaking voice / bilingual ability in Spanish or Creole preferred.
- Knowledge of the basic tenets of Catholic Church and parish structures.
- Proficiency in MS Outlook, Word, and Excel
- Good time management skills including ability to manage several projects at the same time.
- Must be supportive of the Respect Life Ministry mission and tenets of the Roman Catholic Church.

To apply: Send resume with cover letter to: Careers@theadom.org and rbrady@theadom.org

Subject line should read: **Administrative Assistant - Respect Life Ministry**
Position open until filled.

NO PHONE CALLS PLEASE.