



# CATHOLIC SCHOOLS OFFICE

## ARCHDIOCESE OF BOSTON

### **Open Position (Temp with Possibility to Perm)**

#### **Office Clerk**

#### **Catholic Schools Office**

#### **Braintree, Mass.**

**Summary:** To provide administrative and clerical support to ensure the efficient operation of the Catholic Schools Office. The Office Clerk will be a self-starter and will undertake a variety of activities in the office ranging from writing a weekly memo and answering the phone to event support and basic bookkeeping.

An effective office clerk has the ability to work diligently to help maintain smooth office operations and must be reliable and hardworking with great communication skills. The ideal candidate will also be familiar with office equipment and procedures and MS Office. The Office Clerk will work closely with all members of the Catholic School Office. This is a 40-hour a week temporary position until June 30, 2019, with the possibility of becoming permanent.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Anticipate office needs, establish priorities, maintain confidentiality, demonstrate discretion, project a positive attitude and exercise a high level of professionalism and follow through
- Help track and maintain documents related to the schools
- Coordinate meetings, events, training sessions and projects with accuracy and with good time management
- Create communications for the superintendent
- Provide support as needed for a variety of clerical tasks
- Able to support and manage several projects simultaneously
- Maintain orderly filing system
- Other projects and functions as required by the Superintendent and other office staff

#### **QUALIFICATIONS:**

- Willingness to support the mission of the Catholic Church
- At least 2 years of **office administration and project management work** experience
- **Demonstrated experience and proficiency in Microsoft Office Suite** and the ability to adapt to industry-specific programs
- Exceptional communication skills
- Demonstrated ability to handle confidential, time-sensitive and critical matters using good judgment, tact, respect and discretion
- Strong skills in organizing, multi-tasking and following through in a busy, changing environment
- Excellent relationship-building skills with a focus on service to others
- Ability to establish trust and work collaboratively ability to communicate effectively

- Experience working or volunteering for a Catholic entity and knowledge and practice of the Catholic faith is a plus

**PHYSICAL PERFORMANCE ELEMENTS:**

- Position requires the ability to sit, operate a keyboard, speak, lift up to 20 pounds, bend, stoop, and reach
- Ability to use a computer keyboard for up to 8 hours/day
- Ability to sit up to 8 hours/day

*The duties and requirements described above are representative of those encountered during performance of the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

**Interested applicants should send resume and cover letter to Director of Data & Research Annie Smith at [smith\\_a@rcab.org](mailto:smith_a@rcab.org).**