



JOB OPENING FOR A PART-TIME ADMINISTRATIVE ASSISTANT FOR THE OFFICES OF WORSHIP AND RCIA

The Diocese of Houma-Thibodaux is seeking a part-time administrative assistant for the Office of Worship. The Worship Office provides for the planning, preparation for and execution of diocesan liturgies, consultation on liturgical matters and ongoing education and support for clergy and parish staff members who work with liturgy.

The duties of the Administrative Assistant are as follows:

- General secretarial work.
- Paying bills for the office.
- Handling income from book purchases and workshops.
- Diocesan Masses: contacting and securing liturgical ministers, preparing Mass programs, organizing prepared materials needed by masters of ceremonies and other liturgical ministers, setting up reserved seating and coordinating Ministers of Hospitality on the day of diocesan masses.
- Calendar: Schedule dates with the Diocesan Bishop, Churches and reception halls for diocesan celebrations overseen by the Office of Worship.
- Workshops: produce registration forms, coordinate pre-registration and on-site registration, assist with setup, securing facilities for workshops, assisting workshop presenters with clerical matters.
- Sending out communications: by email, traditional mail and fax.

The ideal candidate would have the following qualities:

1. A high school diploma or equivalent; 1-2 years office experience preferred
2. Secretarial skills: typing, filing, answering the phone and taking messages, copying and organizing materials and handouts, producing booklets, taking minutes for meetings.
3. Working knowledge of Microsoft Word and Publisher, also either a working knowledge of Wordperfect X5 or higher, or at least a willingness to learn the basics of Wordperfect.
4. A good familiarity with Catholic liturgy.
5. Organizational skills.
6. Willingness to work some nights and weekends.

All qualified candidates should send a cover letter along with a resume including 3 references (one of which should be a professional reference) to hr@htdiocese.org. Applications will be accepted until the position is filled.