



POSITION ANNOUNCEMENT

The Diocese of Houma-Thibodaux is currently seeking a full-time employee for the ministry of **Executive Secretary to the Bishop**. This position is directly responsible for providing a wide range of complex and confidential administrative, operational and governance tasks. This position carries substantial responsibility and requires a broad range of skills and the ability to exercise considerable judgment, initiative, discretion and independence.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

(other duties may be assigned)

- Provide executive level administrative support
- Manage day-to-day operations of the Office
- Plan and execute events and activities including meetings and conferences
- Provide bishop with all pertinent information related to events (directions, program materials, contact information, etc.)
- Schedule and coordinate Bishop's calendar
- Attend and prepare minutes for Priest Council Meetings
- May act as liaison between the bishop and other department heads, diocesan offices, parishes and schools
- Answer and distribute incoming communications
- Prepare and distribute outgoing communications, including letters of suitability and granting faculties for priests
- Demonstrates effective management/judgment decision-making
- Maintain an efficient filing system
- Act as hospitality minister to all of Bishop's appointments and visitors
- Maintain current and accurate records of all priests
- Maintain relational support with priests on behalf of the Bishop
- Arrange Bishop's travel itineraries and accommodations
- Coordinate Bishop's Responsibilities and assist him with USCCB and other national and statewide organizations
- Coordinate dates for Confirmation in each Church parish
- Must maintain up-to-date Safe Environment Certification
- Any other tasks as assigned by the Bishop

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QUALIFICATIONS TO PERFORM THE JOB SUCCESSFULLY:

Education and/or Experience:

Associates Degree or equivalent education in business management; and two years related professional level administrative experience.

Bachelor's degree preferred.

Additional related experience may be substituted in lieu of educational requirement.

Excellent typing/word processing skills and working knowledge of various computer programs to include Microsoft Office

Excellent organizational skills

Other Skills required:

Ability to work with autonomy

Maintain a high level of confidentiality

Communicate clearly by phone and through written and verbal communications

Must be able to multi-task and set priorities in a fast paced environment

Must be able to sit for long periods of time and perform repetitive hand motions.

It may be necessary to lift up to 10lbs.

Ability to exercise good judgment in handling difficult and/or sensitive situations, with ability to maintain strict level of confidentiality and discretion.

Ability to exercise good organizational and time management skills.

Must be able to work in an office around others at the Diocesan Pastoral Center

Knowledge of Catholic Church and its teachings and values.

The position is an exempt level position and is eligible for full benefits. The work schedule is 35 hours per week. Monday-Friday 8:30 am-4:30 pm. Compensation will commensurate with experience and education.

For consideration, please submit a cover letter, including salary requirements, and a resume to hr@htdiocese.org.

Applications are now being accepted until position is filled.