



## POSITION ANNOUNCEMENT

The Diocese of Houma-Thibodaux is currently seeking a full-time Office Manager in the Office of Catholic Charities to manage the day-to-day affairs of the CCHT Office under the director of the Executive Director. The Office Manager deals directly with staff of CCHT, other diocesan offices and parishes and maintains good relationships with all.

The Office Manager will:

- Maintain data bases, prepare mail, handle correspondence, maintain files and complete tasks as requested by the Director.
- Maintain annual leave and sick leave records, approve timecards and leave requests.
- Prepare weekly check requisitions, income receipts, reconcile St. Lucy tuition and send to business office in timely and correct format. Monitor various program spreadsheets and requisition funding as needed.
- Coordinate receptionists' schedules.
- Keep up office supplies and postage.
- Monitor office equipment and handle maintenance and repair calls. Keep maintenance contracts up to date.
- Prepare and distribute notices of board and staff meetings.
- Act as receptionist once a week or as needed.
- Prepare CCAFP annual contract and monthly reports and assist St. Lucy CDC Associate Director with monthly billing. Prepare annual School Readiness Tax Credit reports for St. Lucy CDC parents.
- Prepare annual CCUSA program survey.
- Coordinate and distribute United Way correspondence, applications, allocation meeting notices and fundraising events. Prepare monthly and annual United Way reports and deliver to United Way on time.

The candidate shall possess:

- Minimum education of high school diploma; 1-3 years of office experience.
- Competence in Microsoft Word and Excel software and web-based applications with excellent computer skills.
- Excellent organizational skills, written and verbal communication skills, including grammar and spelling. Ability to multi-task and work with a variety of vendors, contractors, funders, donors, and program staff.
- Courteous and professional manner when answering phone and greeting visitors.
- Awareness of Catholic social teaching and Catholic Charities' work.

The position requires a work schedule of 35 hours per week; Monday-Friday 8:30 am-4:30 pm. Work schedules will fluctuate with scheduled evening and weekend programs. Excellent benefits and generous paid time off included. Salary is commensurate with experience and education.

For consideration, please submit a cover letter, including salary requirements, and a resume to [hr@htdiocese.org](mailto:hr@htdiocese.org). Applications are now being accepted until position is filled.