



Executive Assistant to General Secretary Office of the General Secretariat

Position Description:

The Executive Assistant provides assistance and administrative support to the General Secretary and the Conference President and Vice President, with emphasis on those activities which are related to the overall governance of the Conference and its relationship to the Holy See; supports the bishops' strategic plan for the Conference and demonstrates shared qualities of effectiveness in all work interactions. Position requires a very high level of confidentiality and diplomacy.

Requirements:

Level of Study: Bachelor's degree or equivalent related experience or combination of college level course work and related experience

Major Field/Specialty: Business, Administrative coordination, technology, office skills, general management, communications

Other Specialized Training:

- Full competence in Microsoft Office products.
- Experience with email and the internet required. Database experience helpful.
- Excellent written and verbal communication skills.
- Proven ability to work well with others.
- Ability to maintain confidentiality.
- Flexibility to set and change work priorities.
- Proven ability to draft comprehensive correspondence.
- Knowledge of the Catholic Church hierarchy, protocol and basic doctrine.

Foreign Language Requirement: Ability to read or speak Spanish and/or Italian helpful but not necessary

Type and Nature of Professional Experience (*Minimum 3-5 years*):

- Administrative experience in a Catholic national or diocesan organization, preferably providing support at the executive level of the organization. Previous experience or knowledge of the USCCB also helpful.
- Flexibility in working effectively either independently or collaboratively as circumstances warrant.
- Excellent organizational and communication skills.
- Detail oriented and highly organized.
- Ability to:
 - develop positive colleague work relationships;
 - compose comprehensive correspondence;
 - take initiative and anticipate administrative needs;
 - handle confidential documents and conversations with professionalism.
 - follow established policies and procedures.