

Diocese of Tucson Charity & Ministry Fund, Inc.

Job Description

Job Title: Administrative Coordinator

Exemption Status: Exempt

Department/Location: Diocese of Tucson Stewardship and Development

Primary Function: Under the direction of the Executive Director of Stewardship and Development, provides administrative support for the Charity and Ministry Fund, Inc. Department.

Essential Duties and Responsibilities:

- Support the Church's spiritual and pastoral mission.
- Provides administrative and clerical support to Executive Director
- Monitors department expense budget and liaison with fiscal services
- Provides administrative support required to process and pay all vendor invoices,
- Processes staff travel reimbursements,
- Supports and assists staff with administrative duties and records management
- Updates parish mailing lists; updates deceased, returned mail and change of address information.
- Works with mail house to insure database integrity and NCOA.
- Manages bulk mail permit; manages department time card roster
- Orders and manages departmental supplies; helps to troubleshoot office business equipment.
- Provides computer support and helps maintain the donor fundraising database
- Perform other duties as assigned

Physical/Mental Requirements: Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office environment.

Required Activities: Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying, keyboarding

Basic Qualifications:

- Must have a working knowledge of and a strong commitment to the mission of the Diocese and Catholic Church; be in full communion with the Church
- Excellent communications skills, verbal and written; excellent human relations and interpersonal skills
- Exercise courtesy to fellow employees, parishioners and the general public
- Must be a self-starter, well organized, able to perform multiple tasks simultaneously and work with a sense of urgency
- Ability to maintain confidentiality
- Ability to work collaboratively in a team environment; punctuality is a must at all times; ability to travel locally as required
- Proficiency in computer technology to include word-processing and spreadsheets; ability to type 50 WPM and proficiency with a 10-key calculator
- Professional bearing; clean and neat personal appearance
- Ability to successfully pass a background, criminal history, and credit history check.

Education and Experience:

- High school graduate or equivalent
- At least 4 years experience in administrative and/or secretarial work

Preferred Qualifications:

- Experience in fundraising and development work
- Membership database management experience
- Familiarity with Raiser's Edge Software
- Grant and proposal writing experience
- Bi-lingual, English and Spanish; ability to communicate orally and read Spanish.

To Apply:

Please [download](#) application for employment and submit the application with a cover letter to Richard Serrano, Director, Human Resources, Diocese of Tucson, P.O. Box 31, Tucson AZ 85702.