



## Diocese of Salt Lake City Job Description

**Job Title:** Part-time Secretary **Date Revised:** 03/18/2022  
**Department:** Stewardship and Development **FLSA Status:** Non-Exempt  
**Supervisor:** Director, Stewardship and Development  
**Work Days:** Monday – Friday **Hours/Day:** 4  
(Evenings & Weekends as needed)

### **Summary:**

The Secretary provides office support to the Director of Stewardship and Development as needed for the annual Diocesan Development Drive and the general development initiatives of the stewardship effort of the Roman Catholic Bishop of Salt Lake City.

### **Responsibilities:**

Provides office support which includes:

- Assist in the preparation of manuals for annual Diocesan Development Drive and Stewardship
- Assist with Stewardship and Development events
- Attend to catering and entertainment, physical arrangements for room and/or facility reservations, and meeting/event set-up and clean up
- Track attendance to events
- Assist with preparation of meeting and event materials
- Maintain Inventory Database for Stewardship and Development materials
- Assist with mailings of in-house DDD correspondence
- Participate as an active member of the Stewardship and Development office in all other duties and events as assigned by the Director

### **Required Education and Skills:**

- Understanding of Catholic Church ethics, traditions, procedures, and organizational structures
- Proficiency in oral and written communications
- Willingness to learn fundamentals of charitable giving processes
- Proficient with Microsoft Office (Word, Excel)
- Adobe Acrobat
- Ability to maintain confidentiality
- Ability to maintain agreed upon work schedule