

Administrative Assistant

The Center for Catholic Education and Formation – Bloomfield, CT

An excellent opportunity exists for an administrative professional to join The Center for Catholic Education and Formation, on a full time basis. In this position, the ideal candidate will perform a variety of responsible, confidential, detailed and complex administrative and secretarial duties for the Superintendent of Catholic Schools and the Executive Director for Finance and Technology, and will work in collaboration with other administrative assistants in the offices, agencies and schools, within the Archdiocese of Hartford.

The qualified professional will perform routine duties independently, set priorities, and schedule work in accordance with established office policies and procedures.

Duties will include, but not be limited to the composition of memos, transcription of meeting notes, manage new teacher applications, research and generate reports, organize major meetings and prepare materials for international students.

Additional responsibilities will include assisting with major events, managing calendars, extracting financial data from reports and input data into financial databases, and formatting, creating and editing correspondence and other written materials.

Candidates must be thorough, courteous, exhibit sound judgment, and be able to exercise initiative. A certain degree of creativity, flexibility and latitude, is required.

An AS degree in Business or related field, is preferred. Qualified candidates must possess a minimum of three to five years of administrative or office management experience.

In addition, this position will require exceptional computer skills utilizing the Internet, Microsoft Office, Google Docs, and Sheets and knowledge of basic digital communication applications such as REMIND, email, and text messaging.

The ability to meet deadlines and multi-task in a fast paced environment while maintaining a high level of organization and productivity, as well exemplary written, verbal, and interpersonal skills, are important aspects of this position.

Candidates must have a knowledge and understanding of the Catholic Church and its mission.

To request a copy of the full job description or to submit a letter of interest and resume, please email Karen.Kean@aohct.org.