

Florida Catholic Conference
POSITION DESCRIPTION
Administrative Assistant to Executive Director

I. General

The Administrative Assistant (AA) provides support for the Executive Director (ED) and other Conference staff. The incumbent anticipates the needs of the ED, and assists in direct and electronic communications with the (Arch)bishops' offices. The Assistant to the ED also helps to ensure a smooth overall office operation by assisting with various administrative issues. The AA is able to work independently, be flexible, have excellent rapport with individuals, serve as a role model for conduct and dress for support staff and demonstrate quality telephone and interaction skills.

II. Duties and Responsibilities

- a. Handles word processing of correspondence, agendas, minutes, reports, etc., related to Bishops, committees and task forces of the Conference
- b. Makes travel and meeting arrangements for the ED and assists with preparation of materials for meetings
- c. Maintains ED calendar and calendar for bishops' meetings
- d. Handles telephone calls as needed on behalf of the ED
- e. Maintains ability to contact the ED at all times when he is away from the office
- f. Maintains Executive Office files
- g. Maintains contact information for bishops of Florida and their assistants for the ED
- h. Researches and provides data on various topics as directed by the ED
- i. Prepares presentation materials for ED presentations and workshops
- j. During Committee Weeks and Session, provides print out to ED of daily and/or weekly legislative calendars with FCCB bills highlighted. Provides summary sheet of FCCB bills to ED and Associates. Assists in researching bills, amendments and statutes, runs errands to Capitol, and completes other tasks as assigned by the ED
- k. Schedules appointments as requested by the ED
- l. Orders and maintains ED office supplies
- m. Completes other tasks as assigned by the ED
- n. May assist with word processing of correspondence, agendas, minutes, reports, etc., related to other FCC/FCCB committees
- o. Makes travel and meeting arrangements for the ED and often the associates for social concerns/respect life (ASCRL) and health (AH) and assists with preparation of materials for meetings

- p. Schedules appointments and arranges travel for the ASCRL and AH as directed
- q. Researches and provides data on various topics as directed by the ASCRL and AH
- r. Prepares presentation materials for ARLSC and AH presentations and workshops
- s. Reviews Lobbytools daily “News Keyword Alerts” to search for articles of interest for the ED and AH and forwards the articles to each in an email.

III. Other Duties

- a. At the end of each week, completes a review of Florida Administrative Register (FAR) for keywords determined by the ED. Prints out the pages identified in the keyword search of importance. Sends an email which includes links to that week’s daily FARs to Associates and their assistants.
- b. Maintains appearance and order of second floor common areas
- c. Serves as “back-up” to Director for Administration (DDFA) for maintenance of Conference calendar
- d. Serves as “back-up” to Administrative Assistant for Operations to answer incoming calls to FCC main phone number and covering the main door for access to the building
- e. Serves as “back-up” to Administrative Assistant for Operations for birthday and anniversary card distribution / presentation
- f. In coordination with Director for Administration, assists in the orientation of new employees and assists ED in convening support staff for administrative meetings as necessary
- g. Utilizes Lobby Tools to assist in legislative bill tracking for the ED, ARLSC and the AH
- h. “Grace Week” Activities:
 - Assists the Director for Administration in arranging accommodations for the bishops
 - Works with ED on determining suggested roles for bishops for CDAC events
 - Sends email to bishops’ assistants which provides detailed information regarding accommodations, general outline of activities, and provides a form which they will return by a set date with the bishops’ travel arrangements
 - prepares memo of bishops’ “Grace Week” activities
 - Prepares Red Mass invitation labels for legislators, Governor and cabinet, Florida Supreme Court Justices, agency heads and other individuals as requested by ED and Associates
 - Organizes invitations for hand delivery at the Capitol and Florida Supreme Court
 - Order awards to be given to legislators or others as determined by ED, conference staff and bishops
 - Assists in coordination of dinner at Co-Cathedral for bishops and ED after the Red Mass
 - Assist ED with coordination of meeting of Governor and Bishops with Governor’s director of scheduling; prepare agenda for Governor’s Meeting with Bishops; ensure delivery of agenda to proper individuals at Capitol

- i. Is available to assist support staff with administrative and professional concerns
- j. Maintains working binder of desk procedures
- k. Assists with other special projects as directed by ED
- l. Assists conference sacristan with setting up and preparing for First Friday Masses. Selects and leads hymns for Mass.

IV. Minimum Qualifications

Is able to demonstrate excellent rapport with people, proficiency in computer operations, quality telephone skills, ability to work independently, flexibility, "warm" personality, heart of a servant.