

The Catholic Diocese of Spokane seeks a full-time Administrative Assistant for the office of Evangelization and the office of Stewardship & Development to support Bishop's ministries. The Assistant works ½ time in each office, serving as the key point of contact for parishoners, donors, clergy, and other ministries throughout the Diocese who contact and work with these offices. Supports major fundraising efforts, including mailings, donor tracking, and acknowledgements; coordinates and follows-up on details of meeting, conferences and events; periodic evening and weekends required to attend events

Required Qualifications

- Three years' experience providing administrative support in a fast-paced, mission - driven environment
- Self-starter who enjoys taking initiative and collaborating with a wide variety of constituents
- Ability to provide professional, postivie, and timely customer service
- Proven ability to manage multiple projects and tasks simultaneously
- Demonstrated ability to earn and maintain trust with confidential and sensitive information
- Familiarity with and/or ability to achieve proficiency with donor software
- High level of proficiency with Microsoft Office applications, database management, and social media platforms
- Ability to use graphics to design brochures, invitations, and other promotional materials

Desired Qualifications

- Experience working for multiple supervisors

To Apply:

View the full description and complete the General Employment Application. E-mail application, resume and letter of interest by **June 21** to:

[Victoria Loveland](#), Human Resources
Catholic Diocese of Spokane
(509) 358-7338