



Bishop Baraga Association

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www.fredericbaraga.org

Bishop Baraga Association Diocese of Marquette

JOB DESCRIPTION

POSITION TITLE: Editorial/Administrative Assistant

EMPLOYMENT STATUS: Part-time (15 up to 19 hrs/week as needed), Non-exempt
Hours are: Mon – Fri 9:00 to 12:00pm

DIRECTLY RESPONSIBLE TO: Executive Director of the Bishop Baraga Association

POSITION PURPOSE: To support the mission and ministry of the Bishop Baraga Association and to promote Bishop Baraga's cause for canonization.

ESSENTIAL FUNCTIONS:

- Support and uphold the mission of the Bishop Baraga Association and the Diocese of Marquette, giving witness to Gospel values by modeling the teachings of the Catholic Church.
- Work in partnership with the Executive Director to advance the mission.
- Serve diocesan parishes, missions, Catholic Schools, parishioners, donors and other constituents with integrity, confidentiality, expertise and accountability.

QUALIFICATIONS:

- Previous experience writing/designing newsletters preferred.
- Three to five years' experience in general secretarial work.
- The ability to communicate well with staff, volunteers, and the community.
- The ability to organize and arrange priorities.
- The ability to maintain office confidentiality is a must.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. In collaboration with the executive director, assume responsibility for creating the quarterly *Baraga Bulletin*.
2. Provide general clerical support to the executive director, including answering telephone calls, maintaining director's calendar, drafting correspondence, maintaining files, and assisting in the museum/gift shop as needed.
3. Assist with donor management system as needed

4. Coordinate volunteers to assist with preparing the bulletin for mailing.
5. Assist with increasing membership to the Bishop Baraga Association.
6. Process purchases and sales of merchandise. Prepare merchandise for shipment to customers and assist with the maintenance of appropriate inventory levels.
7. Provide support to the executive director for Bishop Baraga related events.
8. Provide marketing and development support as needed.
9. Other duties as assigned by the executive director.

The above describes the general nature of the job and is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions.

I have received a copy of this job description. I understand, affirm and subscribe to the requirements, responsibilities and duties of the job.

Employee: _____

Date: _____

Employer: _____

Date: _____