

St Leo Parish is located in Tacoma's Hilltop community and committed to social justice by supporting programs serving the needs of our neighbors. One of our largest programs is St Leo's Food Connection which provides approximately 2 million meals each year through Pierce County. If you share our passion and want to join our team, we have an immediate opening for an Administrative Assistant to support the parish and business operations.

In alignment with the parish mission, the Administrative Assistant will:

- Provide broad administrative support functions including data entry, printing projects, calendar management, document compilation, record storage, inventory management, and mail distribution.
- Design and produce printed or electronic collateral such as worship aids, parish-wide publications, and other visual graphic materials.
- Support parish communications by preparing weekly bulletin, maintaining updated website content and graphics, and managing social media content, and distributing welcome packets.
- Act as the Safe Environment Program Coordinator in accordance with established guidelines.
- Assist the Social Hall Coordinator with event management.
- Support various groups with organizing and implementing annual fundraising events and campaigns.
- Orient new staff and volunteers to office processes and equipment.
- Troubleshoot minor technology issues with phones and other equipment, escalate appropriately as needed, then follow to ensure resolution.
- Record and publish minutes for staff meetings.

Qualifications

- Minimum High School Diploma: associate or bachelor's degree preferred.
- Prior in-office administrative support experience required.
- Adept communicator on website and social media platforms
- Able to move easily between competing priorities.
- Uses good judgment by independently problem solving and asking for timely help when appropriate.
- Proficiency in Microsoft Office, the parishioner management database and any other hardware or software required to perform the duties of the position.
- Commitment to the mission of St Leo Parish and programs. Practicing Roman Catholic and some knowledge and practice of Ignatian spirituality is desirable.
- Fluency in Spanish is desired.

This is a full time, non-exempt position offering generous benefits including medical, dental, vision, life insurance, 403(b) and PTO. Apply: [Administrative Assistant \(paycomonline.net\)](https://paycomonline.net)