|  |  |
| --- | --- |
| Diocesan Coat of Arms.JPG | **Diocese of Salt Lake City****Job Description** |

**Job Title:** Operation Assistant  **Date Revised**: 03/23/2021

**Department:** Stewardship and Development  **FLSA Status:** Non-exempt

**Supervisor:** Director

**Work Days:** Monday through Friday  **Hours/Day:**  7.5

(Some Evening & Weekend Work)

**Summary:**

The Operations Assistant provides project coordination, computer and operations assistance for the Office of Stewardship and Development as supervised by the Director.

**Responsibilities:**

* Coordination of solicitation mailings, thank-you letters and pledge reminders
* Printing of in-house mailings
* Desktop check process and data entry into fundraising database
* Assist with census updates in database
* Assist in the preparation of manuals for annual Diocesan Development Drive and Stewardship
* Maintain Office Procedure Manual
* Assist with Stewardship and Development events
* Attend to physical arrangements for room and/or facility reservations, meeting/event set-up and clean up, audiovisual coordination, catering and entertainment
* Track RSVP’s and attendance to events
* Assist with preparation of meeting and event materials
* Maintain Inventory Database for Stewardship and Development materials
* Participate as an active member of the Stewardship and Development office in all other duties and events as assigned by the Director

**Required Education and Skills:**

* Understanding of Catholic Church ethics, traditions, procedures and organizational structures
* Proficiency in oral and written communications
* Willingness to learn fundamentals of charitable giving processes
* Experience required with Microsoft Office (Word, Excel)
* Ability to maintain confidentiality