

Job Title – Bilingual Program Coordinator

Hours- Full-time, benefited

Reports to- Shared Services Administrative Lead

Location- Diocese of Joliet
16555 Weber Road
Crest Hill, IL 60403

Start a Great Career with a Great Purpose!

At the Blanchette Catholic Center, we serve, support, and collaborate with the clergy, religious, and lay leaders of our parishes, schools, and ministries to animate the mission of the Catholic Church through the Bishop's vision of Catechesis, Evangelization, and Faith into Action. We are recognized as a Diocese of choice!

PRIMARY DUTIES & RESPONSIBILITIES

- Performs administrative tasks for team members to include maintenance of calendar and schedules, travel arrangements, and prepare and submit expense reports
- Handle incoming calls and emails and respond accordingly
- Creates, maintains, and monitors multiple databases to manage information as needed. Accurate input of all data into various databases is critical

OTHER DUTIES AND RESPONSIBILITIES

- Must support the mission, philosophy, objectives and policies of the Catholic Church and the Diocese of Joliet
- Handle other duties as assigned
- Manage the BCC reception desk on a rotational basis with other administrative assistants and program coordinators
- Additional duties and responsibilities as assigned

QUALIFICATIONS

- Excellent organizational skills and attention to detail
- Excellent knowledge of office management systems and procedures
- Proficient computer knowledge with emphasis on Microsoft Office Suite and data input into a variety of databases
- Notary public registration a plus
- Bilingual in English and Spanish required

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required; Associate degree in office administration or related field preferred
- Minimum of five (5) years of solid experience working in Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook)
- Experience working in a team oriented and collaborative environment

WORKING CONDITIONS

- This is a full-time benefited non-exempt position. Normal work schedule Monday through Thursday 8:00 am to 4:30 pm and 8:00 am - 1:00 pm Friday. Additional time as necessary.
- General office conditions

PHYSICAL ABILITIES THAT ARE COMMONLY ASSOCIATED WITH THE PERFORMANCE OF THE FUNCTIONS OF THIS JOB¹

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physically able to perform the duties as assigned including the ability to lift to 20-30 pounds if needed.
- Ability to stand, sit, or walk for extended periods of time.
- Occasional evening and weekend work, flexibility to adjust to other department/business needs.

If interested in this amazing opportunity, please send a cover letter and resume to the Human Resources Department at humanresources@dioceseofjoliet.org.

¹ This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.