The Diocese of Fall River is seeking a Commercial Real-Estate Assistant to join our team. We are looking for a computer proficient, detail-oriented individual with strong organizational and communication skills. This energetic and motivated self-starter must be able to work independently with minimal supervision, while being responsible for providing project support in a high demand and sensitive environment. The Real Estate Assistant reports directly to the Director of Real Estate and Facilities for the Diocese of Fall River and works collaboratively with the staff of the Diocese. Work is generally of a confidential nature and this position requires an understanding of the mission of the Diocese including its operations, policies, and procedures. A sensitivity to and awareness of confidential matters is expected.

The Diocese of Fall River, established on March 12, 1904, serves Southeastern Massachusetts, Cape Cod, and the Islands, and covers 1,194 square miles. This Catholic community is divided into five territories or deaneries; has 125 entities, such as schools, nursing homes, and cemeteries and 256,000 persons who worship in 76 parishes and 11 mission churches.

Responsibilities:

- Track and scan closing documents or other materials for properties and distribute as necessary
- Create and maintain updates in database for all Diocesan properties
- Assist with property tax and exemption filings and renewals when requested
- Participate in conference calls as required
- Assist Director with monthly, quarterly, and annual property reports
- Act as a Liaison between Real Estate department and Diocesan Insurance contacts
- Follow up and provide updates on on-going projects and develop an understanding of the “project” life cycle
- Manage electronic storage of project information such as permits, agreements, insurance certificates, leases, contracts, correspondences, deeds, surveys, utilities, drawings, vendor invoices, and source any missing materials as necessary
- Research and obtain property deeds and titles, etc., from town offices
- Establish and maintain an inventory of sacred and temporal goods for properties as requested, using photos and videos as needed
- Assist Director as required with maintaining property files for active and closed properties
- Assist Director with mandated projects at Diocesan educational facilities when requested (AHERA)
- Prepare presentations as needed
- Assist Director in managing “status” for listed and leased properties until their closing
- Maintain project calendars
- Assist Director and attend town meeting if requested
- Other duties as assigned

Qualifications:

- High school diploma or equivalent required, minimum of Associates degree preferred.
- Real Estate experience a plus. Ideal candidate will have real estate license or pursuing a license.
- Valid driver’s license and personal vehicle required as this position will be required to travel to locations within the Diocese.
- Proficient in Microsoft Office Suite
- Strong communication skills and the ability to work with a diverse range of associates
- Strong attention to detail
- Strong organizational skills
- Self-motivated individual able to work as part of a team or independently as necessary
- Flexible and able to respond to change, including shifting role as necessary in response to need
- Demonstrated awareness and support of the Catholic Church and its traditions

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to type, file or lift office supplies. The employee is frequently required to sit, stand for an extended period, walk, bend, climb stairs, talk, hear, use hands to finger, handle or feel; and reach with hands and arms. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Diocese of Fall River offers a competitive compensation program and a comprehensive employee benefits package, including a generous paid time off policy.

Please submit your cover letter and resume to: Jennifer Oliveira, Human Resources Manager; Confidential Fax: (508) 689-7920; Email: joliveira@dioc-fr.org; Mail: Diocese of Fall River, 450 Highland Avenue, Fall River, MA 02720

Equal Opportunity Employer