



The Diocese of Fall River is seeking a dynamic individual to join our team as a full-time **Executive Assistant** for our Legal Department in Fall River, MA! The ideal candidate will be a self-motivated and detail-orientated professional of high integrity who possesses a great work ethic and is passionate about fulfilling “Christ’s work on earth!” **The Diocese of Fall River** is standing on the threshold of a life-changing chapter in its 118-year history, and we are looking for someone who is driven to be an integral part of this exciting team.

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 122 entities, such as schools, nursing homes, and cemeteries and 288,000 persons who worship in 80 parishes and 11 mission churches.

The Executive Assistant will provide a full range of administrative and organizational support to the General Counsel/Chief Legal Officer. This position will also serve as a polished, knowledgeable and motivated representative of the General Counsel’s Office to internal and external contacts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Oversee all administrative functions needed to support General Counsel/Chief Legal Officer including, but not limited to the following:**
 - Serve as first point of contact for internal and external individuals for the offices, including personnel at all levels, Pastors, key contacts, vendors, and the public
 - Professionally, positively and discreetly handle incoming calls, e-mails and interact with visitors and staff
 - Coordinate meetings, events and projects
 - Manage schedule/calendar for General Counsel and Director
 - Assist in prioritizing matters needing the General Counsel’s review
 - Anticipate Office needs in all administrative areas and follow through on initiatives with little or direct supervision
 - Manage and process expense records
 - Create and manage new filing system
 - Complete routine administrative tasks such as filing, copying, scanning, etc.
 - Prepare and edit correspondence, communications and other documents
 - Make travel arrangements as needed
 - Compile data for various reports
 - Become familiar with all the Chancery Departments as they may interact with General Counsel’s Office
 - Liaise between General Counsel’s Office and other Departments
 - Other duties as assigned

QUALIFICATIONS:

- Bachelor's degree preferred with law firm experience. At least 5 years in an active support role within a large business or complex organization, educational institution, law firm or start-up office.
- Strong organizational and time management skills and ability to multi-task and assist with daily agenda for General Counsel.
- Ability to set up and maintain new share electronic filing systems.
- Assist with confidential, time-sensitive and critical matters using good judgment, tact, respect and discretion.
- Occasionally review documents of a sensitive nature.
- Proficient in Microsoft Office required [Word, Excel, Outlook and some PowerPoint].
- Experience working with the public and handling issues/complaints in a diplomatic manner.
- Positive, helpful attitude with a focus on service to others. A high level of energy, creativity and humor.
- Ability to communicate effectively through e-mail and/or telephone.
- Ability to take meeting minutes.
- Willingness to support the mission of the Catholic Church.

PHYSICAL PERFORMANCE ELEMENTS:

- Position requires the ability to sit, operate a keyboard, speak, lift up to 20 pounds, bend, stoop, and reach.
- Ability to use a computer keyboard for up to 8 hours/day.
- Ability to sit for up to 8 hours/day.

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

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

Equal Opportunity Employer