



## **DIRECTOR OF ADMINISTRATION JOB POSTING**

### **Job Summary:**

The Director of Administration serves as a staff resource in support of the pastor, fulfilling parish administrative needs in the areas of managerial, financial, human resource, communications, computers/IT, and facilities/building. Understands the overall parish mission and administers parish business operations in relation to it.

### **Knowledge, Skills, & Abilities:**

#### **Knowledge**

1. Bachelor's degree or equivalent three to five years of related experience required, Business Administration, Accounting, or Finance preferred.
2. Work experience in business administration, accounting, or finance preferred.
3. Supervisory experience required.
4. Proficiency in MS Office products, or similar accounting software.
5. Working knowledge of office technology.
6. Knowledge of employment laws.
7. Must have a valid driver's license for the State of Wisconsin.
8. Practicing Catholic preferred.
9. Bilingual Spanish / English preferred.

#### **Skills**

1. Professional working attitude and collaborative approach.
2. Strong verbal and written communications skills.
3. Strong organizational skills.
4. Conflict resolution and mediation experience preferred.

#### **Abilities**

1. Ability to multitask and prioritize.
2. Ability to make decisions, attentive to details, and troubleshoot.
3. Ability to maintain confidentiality.

#### **To Apply**

**Instructions:** Please send resume and letter of interest to Fr. Yamid Blanco via [blancoy@archmil.org](mailto:blancoy@archmil.org).

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