

# THE CATHOLIC CENTER AT THE UNIVERSITY OF GEORGIA

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The Catholic Center at the University of Georgia is seeking a part-time position of Executive Assistant to the Director.

## Job Description

The Catholic Center is seeking a highly organized and mission-aligned Executive Assistant to the Director, Fr. Brian, to provide administrative and operational support to our Catholic Center. The individual will work closely with our staff and priests in maintaining and furthering the Catholic Center mission. This is a part-time role ideal for someone with strong organizational skills, a heart for service, and a deep understanding of Catholic values.

## Key Responsibilities

- Provide high-level administrative support to clergy and church leadership.
- Manage schedules, appointments, and correspondence (emails, phone calls, etc.).
- Prepare reports and meeting materials.
- Assist in planning and coordinating church events, meetings, and fundraisers.
- Maintain records, documents, and confidential information securely.
- Handle budgeting and donation tracking as needed.
- Support internal and external communication with parishioners, staff, and benefactors.
- Ensure smooth day-to-day operations within the office with the office staff.

## Qualifications and Skills

- **Faith-aligned:** A practicing Catholic or someone with a deep respect for Catholic teachings and mission.
- **Experience:** 3+ years as an Executive Assistant, Administrative Coordinator, or similar role.
- **Tech-savvy:** Proficient in Microsoft Office, Google Suite, and scheduling tools.
- **Highly organized:** Ability to multitask, prioritize, and manage time efficiently.
- **Excellent communication:** Strong verbal and written skills.
- **Discretion and confidentiality:** Ability to handle sensitive church and community matters.
- **Event coordination:** Experience planning and supporting events is a plus.

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## Details

- **Position:** Part-time staff
- **Hours:** 20–25 hours per week
- **Schedule:** Flexible
- **Location:** In person at The Catholic Center at UGA
- **Start date:** As soon as you are able

## Why Join Us?

- Be part of a mission-driven and supportive Catholic faith community.
- Work in a meaningful, purpose-filled role.
- Enjoy a flexible part-time schedule that fits your lifestyle.
- Collaborate with priests, lay leaders, and passionate volunteers.

## How to Apply

All offers of employment are contingent upon a satisfactory background check. For those interested in applying, please submit your resume and a cover letter to [bulletin@ccatuga.org](mailto:bulletin@ccatuga.org).