The Diocese of Belleville is seeking a part-time (16-24 hours per week) Administrative Assistant for the Tribunal who provides administrative and clerical support to the Judicial Vicar. Basic knowledge and understanding of bookkeeping practices are required. Applicant must have excellent organizational skills; strong written and oral communication skills; exercise problem solving, discretion and interpersonal skills; must be detailed and flexible; and must maintain confidentiality.

Essential qualifications include a minimum of a high school diploma, associate’s degree preferred, or equivalent experience; and 3+ years’ experience in a related role of providing administrative/clerical support, plus knowledge in Microsoft Office and other computer programs/applications. Bilingual preferred. Practicing Catholic preferred with thorough knowledge and understanding of Catholic teachings, practices and organizational structure.

To apply send cover letter with résumé to Human Resources, Diocese of Belleville, 222 S. 3rd St., Belleville, IL. 62220. FAX to 618-722-5020; email to humanresources@diobelle.org. Application deadline: Thursday, March 31, 2022.