



Diocese of Belleville
Catholic Cemetery Association

June 26, 2026

POSITION AVAILABLE

Position: Administrative Assistant

Job Type: Part Time

Salary: Starting at \$20.60, but will be determined by relevant skills and experience

The Administrative Assistant for the Catholic Cemetery Association plays a crucial role in ensuring the smooth operation of our cemetery services. This position involves a combination of administrative tasks, customer service, and support for cemetery operations. The Administrative Assistant, who is the first point of contact, must be compassionate, detail-oriented, and capable of handling sensitive situations with professionalism and empathy.

Qualifications:

- High school diploma, associate degree preferred, or equivalent experience; at least 3 years' experience in a related role.
- Knowledge in Microsoft Office Suite (Word, Excel, Access), QuickBooks, and other computer programs/applications.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.

Working Conditions:

- Office environment with the cemetery grounds.
- Interaction with grieving families and visitors, requiring a compassionate and respectful demeanor.

To Apply: Send cover letter and resume to Catholic Diocese of Belleville at humanresources@diobelle.org or by mail at 222 South Third Street, Belleville, IL 62220.