



Diocese of Belleville

The Catholic Church of Southern Illinois

Administrative Assistant

Part-Time | Approximately 10 Hours per Week

The Diocese of Belleville is seeking a mission-driven, detail-oriented Administrative Assistant to support the offices of the Society for the Propagation of the Faith, Catholic Relief Services (CRS), and the Catholic Campaign for Human Development (CCHD). These ministries advance the Church's worldwide missionary work, serve people who are poor and vulnerable, provide humanitarian relief, and address the root causes of poverty.

The Administrative Assistant helps ensure the efficient operation of these offices and serves as a point of contact. Responsibilities include facilitating communication, organizing activities, providing administrative and customer service support, and coordinating and reporting on fundraising, collections, and donations. The successful candidate will demonstrate professionalism, accuracy, sound judgment, and discretion.

Qualifications

- High school diploma required; associate degree or comparable experience preferred.
- At least three years of experience in an administrative, customer service, or related role.
- Proficiency with Microsoft Office and other computer programs and applications.
- Strong organizational, communication, and interpersonal skills.
- Excellent attention to detail, accuracy, follow-through, and recurring deadlines.
- Ability to work independently and collaborate effectively.
- Experience in a church or nonprofit setting is a plus.
- Commitment to confidentiality, integrity, and the mission and values of the Catholic Church.
- A practicing Catholic with knowledge of Catholic teachings, practices, and organizational structure is preferred.

Schedule, Compensation & Benefits

- Part-time schedule: 10 hours per week – flexibility in schedule
- Starting pay: \$17.00 per hour, with final compensation based on relevant skills and experience.
- Participation in 403(b) retirement plan, subject to plan eligibility and terms.

How to Apply

Please send a cover letter and resume to Human Resources, Diocese of Belleville, 222 S. 3rd St., Belleville, IL 62220, or email humanresources@diobelle.org.