



Senior Executive Assistant to the President & Diocesan Director Position Specifications – July 2025

Catholic Charities of the Diocese of Rochester is seeking an experienced and service-oriented individual to serve as the Senior Executive Assistant for the President & Diocesan Director. This individual will provide high level administrative support to the President & Diocesan Director and serve as a liaison to the Board of Directors. This onsite position will report directly to the President & Diocesan Director.

Responsibilities

The primary responsibilities for this position include but are not limited to the following:

- Proactively support the President & Diocesan Director with administrative duties and help manage the President's day-to-day schedule and activities. This includes scheduling and coordinating meetings, conferences and events, prioritizing meeting requests and efficiently managing the President's time.
- Work in partnership with the President & Diocesan Director to ensure effective management and support for the Office of the President. This includes managing relationships with board members and the executive team, community leaders and other stakeholders.
- Assist in composing, editing and distributing communications on behalf of the President & Diocesan Director. This includes producing agendas, reports and presentations.
- Serve as a liaison to the CCDOR Board of Directors, board committees and agency councils. This includes responsibility for administrative aspects such as planning meetings, coordinating board activities, board reporting, minutes and board correspondence and documentation.
- Undertake other duties as assigned by the President & Diocesan Director.

Qualifications

Education

- Associate's Degree is required. Bachelor's Degree is preferred

License/Certification

- Notary Public is preferred.
- Professional certification as an Administrative Professional is preferred.

Experience

- Candidate must have a minimum of five years executive administrative experience including supporting a C-level Executive.
- Experience supporting and serving as a liaison to a board of directors is strongly preferred.

Abilities and Additional Skills

- Strong project management skills to schedule, coordinate and prepare for board and committee meetings. This includes the collaborative planning of meeting agendas and the development of meeting materials.
- Must be able to record and prepare minutes of board and committee meetings, including the compositions of minutes, tracking of required approvals and other follow-up as necessary.
- Ability to independently compose correspondence and edit documents.
- Exceptional organizational skills: must be highly organized with the ability to prioritize, multi-task and meet deadlines. Must be able to adapt to changing priorities.
- Must have a high degree of accuracy and attention to detail in all aspects of the role.
- Must have strong independent decision-making skills and the ability to consistently exercise discretion and good judgement. This includes respecting confidentiality and discreetly managing sensitive information.
- Must be customer service oriented and have a very professional presence and demeanor. Must be able to remain calm and professional when under pressure.
- Extensive experience partnering with other professionals and a record of building and maintaining trust and collaborative relationships.
- Must be able to foster open communication and be open and receptive to the ideas and suggestions of others.
- Proficient in the use of the latest technology including web conferencing, online meeting, messaging and email and Microsoft 365 (Office).

Compensation and Benefits

A competitive salary and comprehensive benefits package will be provided.

Salary Range: \$57,000 to \$77,000, commensurate with experience

Apply Today

Candidates are strongly encouraged to apply online at

<http://completepayroll.evolutionadvancedhr.com/JobApplication.aspx?jobpostingkey=dc5a8111-99f2-4660-8692-af926fba3751>

Confidential inquiries and resumes may be sent to Patrick Boyle, Chief People Officer at patrick.boyle@dor.org.