



## **Part-Time Administrative Assistant Stewardship and Development Office**

### **Position Summary:**

Assist the director of Stewardship Development in the management, coordination and processing of all administrative activities relating to diocesan income development, diocesan appeals, planned giving, and Catholic Foundation work.

### **Minimum Acceptable Qualifications:**

Graduation from an accredited high school or G.E.D. and two years of employment in clerical work; or an equivalent combination of education and experience. Must be highly skilled and knowledgeable with Microsoft Office including Word and Excel. Must be able to master our fund-raising and mass mailing computer software programs.

Please submit applications by June 30 to:

Catholic Diocese  
Stewardship and Development Office  
PO Box 2248  
Jackson, MS 39225