

**Diocese of Kalamazoo
Position Opening**

Executive Assistant

The Diocese of Kalamazoo is seeking a full-time Executive Assistant to provide complex and confidential secretarial and administrative support for the diocesan bishop.

Candidates should possess 5 to 10 years experience as an executive administrative professional with advanced proficiency in Microsoft applications. Excellent verbal and written communication, interpersonal and organization skills are essential, along with the ability to work independently and in a team environment with professionalism and diplomacy. Must possess a high degree of accuracy and attention to detail with the ability to juggle and prioritize multiple tasks in a dynamic environment, be a practicing Catholic with extensive knowledge of the Catholic Church including familiarity with its structures, functions and institutions. A Bachelor's degree is preferred.

Interested applicants should send a cover letter, resume, references and salary requirements to:

HR@dioceseofkalamazoo.org.