



DIOCESE OF GREAT FALLS - BILLINGS

P.O. Box 1399 * Great Falls, Montana 59403 * (406) 727-6683

www.diocesegfb.org

Job Title: Executive Assistant

Department: Operations

Reports To: Chief Operating Officer

FLSA: Full-time, Non-Exempt, On-Site (Pastoral Center)

Payrate: DOE

Prepared By: Kimberly Gaa

Prepared Date: August 2025

Approved By: Aubrey Hiller-Rearden

Approved Date: August 2025

Purpose of Position:

The Diocese of Great Falls–Billings seeks a mission-driven, highly organized Executive Assistant & Receptionist to support the leadership of the Pastoral Center. This dual-role position provides high-level administrative support to diocesan leadership while also serving as the welcoming face of the diocesan office. The ideal candidate will be a practicing Catholic who demonstrates professionalism, discretion, and a heart for service.

Essential Duties/Responsibilities:

Executive Assistant Duties:

- Provide administrative support to the Executive Team (Bishop, Vicar General, CFO, COO) and other members of the Pastoral Center leadership team.
- Manage calendars, schedule appointments, and coordinate meetings and diocesan events.
- Draft, edit, and distribute correspondence, reports, and official Church documents.
- Maintain confidential records and files in accordance with diocesan and canonical standards.
- Coordinate travel arrangements and logistics for diocesan leadership.
- Assist with diocesan communications, including bulletins, newsletters, and website updates.
- Support special projects, pastoral initiatives, and liturgical planning as needed.
- Provide secretarial assistance to Committees, Councils, and Boards for Administration to include recording and distribution of agendas, minutes, and mailings; maintain records of terms and monitor expiration of terms of office/membership.
- Coordinating mail merging and bulk mailings.
- Receiving and accounting of cash payments made to Diocese through the Pastoral Center following proper protocols and controls in collaboration with the business office.

Receptionist Duties:

- Greet and assist visitors to the Pastoral Center with warmth and professionalism.
- Answer and direct incoming phone calls and emails.
- Manage incoming and outgoing mail and deliveries.
- Maintain a clean and welcoming reception area.
- Provide general information and assistance to clergy, parish staff, and the public.

Other Duties:

- Other duties as assigned.

Qualifications:***Education:***

- High school diploma or equivalent required.
- Associate or bachelor's degree in Business Administration, Communications, Theology, or a related field preferred.
- Safe environment Background Check & Training completed <https://greatfalls.cmgconnect.org> and on an ongoing basis required
- Practicing Roman Catholic in good standing with the church.

Experience:

- Minimum of 3–5 years of administrative experience, preferably in a Church, nonprofit, or mission-driven organization.
- Experience in receptionist or front desk roles is highly desirable.
- Experience supporting senior leadership or clergy is a plus.

Knowledge, Skills and Abilities:

- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite and office management tools.
- Ability to handle confidential and sensitive information with discretion and integrity.
- Excellent organizational and time management skills.
- Exceptional interpersonal skills and ability to work collaboratively with a friendly and professional demeanor with a welcoming presence.
- Relationship-building expertise
- Strong work ethics, self-reliant, professional demeanor, and a helpful personality

Preferred Qualifications:

- Bilingual (English/Spanish) is a plus.
- Experience with Church management software (e.g., ParishSOFT, Realm).
- Understanding of diocesan structures beneficial.
- Familiarity with Catholic liturgical and ecclesial terminology is a plus.

Other Characteristics:

- Integrity
- Respectful and kind
- Creative
- Perseverance
- Positive optimistic attitude

- Attention to detail
- Passionate about work

To apply please submit your cover letter, resume and Diocesan application

Employment-Application, to:

- Human Resources Director Kimberly Gaa at kgaa@diocesegfb.org .
- Please include in the subject line the position you are applying for and your last name.
- The Diocese will contact preferred candidates for interviews.
- Hiring may occur at any time during this announcement posting.