



Diocese of Belleville
Office of Human Resources

May 22, 2026

POSITION AVAILABLE

Position: Administrative Assistant

Job Type: Full-Time

Benefits: [Diocese of Belleville - Benefits](#)

Salary Range: \$36,000 - \$40,000 (*Final salary will be determined by relevant skills, education, and experience.*)

The Diocese of Belleville is seeking an **Administrative Assistant** who is mission-driven. The person in this position is responsible for providing administrative support to ensure efficient operation within the office of their current assignment. This role involves handling a wide range of administrative tasks, from managing schedules to handling communications, and organizing events. The initial assignment for this position will support the Office of Education.

Essential qualifications include a minimum of a high school diploma, associate degree preferred, or equivalent experience; at least 3 years' experience in a related role, plus knowledge in Microsoft Office and other computer programs/applications. A practicing Catholic preferred with thorough knowledge and understanding of Catholic teachings, practices, and organizational structure.

To apply: Send cover letter and résumé to Catholic Diocese of Belleville at humanresources@diobelle.org or by mail at 222 South Third Street, Belleville, Illinois 62220.

Application deadline: June 15, 2026.