



Diocese of Belleville
Office of Human Resources

June 22, 2026

POSITION AVAILABLE

Position: Administrative Assistant for The Messenger

Job Type: Part-Time

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

Salary Range: \$16.24-\$19.56 per hour (*Final salary will be determined by relevant skills, education, and experience.*)

The Diocese of Belleville is seeking an **Administrative Assistant** who will support the bi-monthly newspaper, The Messenger. The person in this position is responsible for maintaining subscriptions, including a subscription database, generating reports, answering incoming calls and routing accordingly, placing editorial copy on stock pages in the newspaper. This administrative assistant plays a key role in ensuring all aspects of generating a newspaper are completed.

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: July 15, 2026.