



Diocese of Belleville  
Catholic Cemetery Association

June 26, 2026

**POSITION AVAILABLE**

**Position:** Administrative Assistant

**Job Type:** Part Time

**Salary:** Determined by relevant skills and experience

**Benefits:** Participation in (403b) Retirement Plan and  
Paid Time Off

The Administrative Assistant for the Catholic Cemetery Association plays a crucial role in ensuring the smooth operation of our cemetery services. This position involves a combination of administrative tasks, customer service, and support for cemetery operations. The Administrative Assistant, who is the first point of contact, must be compassionate, detail-oriented, and capable of handling sensitive situations with professionalism and empathy.

**Qualifications:**

- High school diploma, associate degree preferred, or equivalent experience; at least 3 years' experience in a related role.
- Knowledge in Microsoft Office Suite (Word, Excel, Access), QuickBooks, and other computer programs/applications.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.

**Working Conditions:**

- Office environment with the cemetery grounds.
- Interaction with grieving families and visitors, requiring a compassionate and respectful demeanor.

**To Apply:** Send cover letter and resume to Catholic Diocese of Belleville at [humanresources@diobelle.org](mailto:humanresources@diobelle.org) or by mail at 222 South Third Street, Belleville, IL 62220.

**Application deadline: July 17, 2026**

