

Position Description – Administrative Assistant

GENERAL SUMMARY: The person in this position assists the Director of Affiliation as primary and the Integral Ecology Director as secondary. This position provides secretarial and clerical support for the Affiliation and Ecospirituality Departments at St. Rose Convent.

CLASSIFICATION: Non-exempt – 30 hours per week

ESSENTIAL FUNCTIONS

- Prepare and send correspondence to support function of Affiliation Office and the Ecospirituality Office
 - Organize and send mailings, make copies of inserts and create labels
 - Gather and send information to people interested in affiliation
 - Copy/print programs and other materials
 - Support draft of Franciscan Journey newsletter weekly and additional FSPA publications
 - Generate letters/forms/biographies for updating affiliate and companion community information
 - Send appropriate materials to Archives
 - Communicate with affiliates-at-large, external partners and collaborators and respond to requests or questions
 - Coordinate recognition for affiliate donations and volunteer roles served
 - Gather and share resources from the larger associate community including NACAR and MKS
 - Track and share resources on Care for Creation from campaigns from external partners including, UISG, LCWR, Global Catholic Climate Movement and Catholic Climate Covenant
 - Collaborate with other FSPA departments
 - Serve as resource for Sisters and affiliates when Director of Affiliation and the Integral Ecology Director is unavailable
- Update files, directories and spreadsheets including Rolodex and affiliation homepage
 - Complete Rolodex 'Affiliation' tab information
 - Generate sister and affiliate birthday lists and prepare cards weekly
 - Update companion community leaders, regional coordinators, regions and discerners lists and resources monthly on homepage
 - Update spiritual resources and general affiliation documents on homepage as needed
 - Organize and review Affiliation Operation Board (AOB) and related policies
- Support project management for Ecospirituality Office
 - Coordinate updates for the Ecospirituality ministry homepage
 - Track and update files for land sustainability projects
 - Assist in processing applications for educational sustainability projects
 - Assist tracking and reporting Care for Creation activities completed by staff, affiliates and Sisters within project management systems
 - Organize and file Ecospirituality Committee documents
 - Track and update internal and external Care for Creation events in coordination with other departments
- Coordinate discerner initial commitment and affiliate renewal processes
 - Track discerner materials received and support discerner progress

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- Prepare discerner information for leadership approval
- Generate and send renewal letters, forms and related
- Create initial commitment and renewal certificates
- Keep record of renewals for both paper and electronic files
- Assist with events, retreats, board/committee meetings and related
 - Collect registrations and process fees
 - Create and post signs notifying Sisters of upcoming events, e.g. Live-In, Sister and Affiliate gatherings, etc.
 - Compile booklets and make name tags
 - Gather necessary materials
 - Order food and online supplies
 - Coordinate details for overnight accommodations
 - Complete driving errands for local orders
 - Support environment set up and clean up
 - Schedule meetings including virtual options
 - Attend all AOB and Ecospirituality Committee meetings and record minutes
 - Communicate with participants including planning and follow-up
 - Track and manage correspondence for Care for Creation events, including Laudato Si, Earth Day, and the Season of Creation
- Support development of affiliation program materials, e.g. welcoming rituals, companion community resources, etc.
- Support development of ecospirituality program materials for staff, affiliate and Sister workshops supporting Care for Creation activities
- Assist with special projects and tasks as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to organize and prioritize the daily needs of the Affiliation Department and the Ecospirituality Department
- Must be able to handle multiple tasks simultaneously and accurately while providing excellent customer service
- Outstanding ability to communicate and develop strong relationships
- Strong attention to detail
- Willingness to support the mission and values of Affiliation and the FSPA
- Ability to work independently and as a team member
- Handles sensitive and confidential materials in a discreet, professional manner
- Must be dependable, flexible and willing to work needed hours
- Must possess a valid driver's license

Education and/or Experience

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- Ability to process routine correspondence, memos and reports normally acquired through completion of course work or experience in word processing.
- Knowledge and experience working in a religious institution/affiliation desirable.
- Proficient in use of computer software to include Windows, Word, Excel, Microsoft Office and Publisher; and willingness to learn other computer operations.
- Proficient in use of Google Suite applications including word processing, calendar, slides and surveys.
- Knowledge of project management software including but not limited to Freedcamp/Basecamp.

Language Skills

- Ability to communicate effectively both in speaking and in writing.
- Ability to read and interpret information.
- Ability to write routine reports and correspondence.
- Ability to professionally present information and respond to questions from Sisters, staff, guests and visitors clearly and effectively.

Mathematical Skills

- Ability to calculate figures and amounts.

Reasoning Ability

- Ability to apply principles of logical thinking in a wide range of practical problems.
- Ability to approach people in a manner which creates harmony and promotes cooperation.

WORKING CONDITIONSPhysical Demands

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel; talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific correctable vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is usually moderate.

ACCOUNTABILITY

The person in this position reports to the Director of Affiliation.

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PREREQUISITE: Physical exam, Tuberculosis screening test, drug screen, criminal background check

DISCLAIMER CLAUSE

The above statements are intended to describe the general nature and level of work required of the job. They are not meant to be an exhaustive list of all responsibilities, duties and skills required.

RECEIVED BY: _____ Date _____