

Administrative Assistant to District Administration

Status: non-exempt (12-month, part time)
Accountability: Director of Administration

Office: Brother Visitor
Annual Performance Evaluation

Qualifications - Required:

- Professional degree with experience as an Administrative Assistant or Secretary.

Overview:

- The Administrative Assistant supports the operations of the District Leadership Team.

Responsibilities & Duties:

- Coordinates mailings to Communities & Ministries;
- Point of contact with the Secretary General of the Institute;
- Point of contact with the Administrative Assistants of District ministries;
- Updates the District census and statistic reports;
- Assists with the maintenance and updating of the District database/personnel files;
- Manages incoming phone calls, email, faxes, and post;
- Corresponds on behalf of the Brother Visitor when directed;
- Coordinates the monthly memorial calendar;
- Prepares monthly birthday cards;
- Coordinates the weekly email message with Communications Office;
- Organizes and schedules Leadership Team, Mission Council and District Council meetings;
- Assists with the administrative needs of the Director of the Office for Mission & Ministry;
- Serves as recording secretary for the various District corporations, Mission Council, and District Council;
- Other duties as assigned by the Brother Visitor and Director of Administration that are consistent with the requirements and its competencies.

Necessary Job Skills:

- Discretion, flexibility, and the ability to multi-task/prioritize workload and attention to detail
- Excellent organizational, problem solving, time management, interpersonal, and communication skills.
- Working knowledge of office equipment and of the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook).

Compensation:

- \$22-\$23/hour – negotiable

Immediate start. If interested, please send your resume to juliano@fscdena.org.