



## HIRING ANNOUNCEMENT

Title: Program and Administrative Associate

Reports to: Executive Director

**Job Overview:** The Program and Administrative Associate supports the programs and staff of Christian Brothers Conference. They handle office administration tasks and support the work of the Conference's many committees. This requires communication with outside constituencies, including committee members, retreat centers, and hotels.

Christian Brothers Conference (CBC) is the office for the Lasallian Region of North America of the De La Salle Christian Brothers (Institute of the Brothers of the Christian Schools). It provides programming and support for the four Districts (Provinces) of the Lasallian Region of North America and the more than 100 ministries primarily in the U.S. and Canada. The Lasallian mission is rooted in the vision and innovative spirit of Saint John Baptist de La Salle, patron saint of teachers, who founded the Institute in 1680 to provide a human and Christian education to the young, especially the poor.

**Key Responsibilities:**

- Handle all incoming calls, correspondence, and visitors to the office. Screen requests for information. Provide necessary support to the Executive Director and others, as appropriate.
- Partner with key staff to support the committees, councils, working groups, and other groups of the Conference. This includes scheduling meetings, working with the relevant staff and volunteers to create agendas and other resources, planning travel and program coordination, taking minutes at meetings, and other responsibilities as needed.
- Support database entry, upkeep, and searches.
- Support the administration of the office, including ordering office supplies.

**Candidate Profile:**

The ideal candidate will likely have an associate's or bachelor's degree in a field relevant to this work. They will be highly organized, an excellent communicator, and able to work collaboratively.

Salary: \$50,000

*This position is based at Christian Brothers Conference office in Washington, DC.*

# CHRISTIAN BROTHERS CONFERENCE

LASALLIAN REGION OF NORTH AMERICA  
RÉGION LASALLIENNE DE L'AMÉRIQUE DU NORD

## Benefits:

Christian Brothers Conference offers excellent benefits, including fully paid health insurance, 20 vacation days annually, a generous parental leave policy, and a pension plan. There is a commitment to professional development of all employees.

## Hiring process:

Please send a cover letter expressing your interest in the position and a resume to [jobs@cbconf.org](mailto:jobs@cbconf.org).

*Updated January 26, 2023*