

## POSITION DESCRIPTION

<b>Position Title:</b>	Executive Assistant	<b>FLSA Status:</b>	Full-time, Non-Exempt
<b>Division:</b>	St. Joseph Center	<b>Salary Grade:</b>	7
<b>Department:</b>	SJC Sponsored Ministries	<b>Salary Range:</b>	\$25.75 to \$36.05 per hour (based on education & experience)
<b>Reports to:</b>	Executive Director of Ministries	<b>Last Update:</b>	October 1, 2024

**Position Summary:** Under the supervision of the Executive Director of Ministries, the Executive Assistant provides high-level administrative support to ensure the smooth and efficient operation of the Ministries Department. This role includes managing schedules, coordinating meetings, handling communications, preparing reports, and maintaining confidential records.

The Executive Assistant also supports the Director of Human Resources with employee events, filing, calendar management, and other administrative tasks. The Executive Assistant must exercise discretion, sound judgment, and diplomacy, while embodying the mission and values of the Sisters of St. Joseph of Orange. Additionally, the candidate must have experience working in a ministry setting and strong event planning skills.

**Essential Functions:** This position is not limited to the essential functions listed below. Other projects and duties may be assigned.

- Manage the Executive Director's calendar, schedule appointments, and organize meetings/retreats.
- Coordinate travel arrangements, including transportation and accommodations.
- Prepare and edit correspondence, reports, presentations, and other documents as needed.
- Handle phone calls and email communications, acting as a liaison between the Executive Director and internal/external stakeholders.
- Assist in planning and coordinating events, meetings, and workshops related to ministry initiatives.
- Assist the Director of Human Resources in planning and coordinating employee events.
- Manage filing, calendar, and administrative duties for the Director of Human Resources.
- Maintain accurate records, files, and databases for both the Ministries Department and Human Resources.
- Maintain accurate records, files, and databases for the department.

- Ensure confidentiality of sensitive information at all times.
- Assist with special projects and other duties as assigned to support the department's objectives.

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

- **Minimum Education Requirements:**
  - High School Diploma or equivalent required.
  - Bachelor's degree in Business Administration, Pastoral Theology, or a related field preferred.
- **Minimum Experience Requirements:**
  - Minimum of 5 years of experience providing executive-level administrative support, preferably in a non-profit or ministry setting.
  - Experience in pastoral ministry and event/retreat planning is required.

**Skill Requirements:**

**Personal Skills:** Strong interpersonal skills, ability to communicate effectively with diverse groups, and a commitment to the mission of the Sisters of St. Joseph of Orange.

**Administrative Skills:** Exceptional organizational skills, attention to detail, and ability to prioritize tasks effectively.

**Event Planning Skills:** Proven experience coordinating events and workshops.

**Technical Skills:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and virtual meeting platforms (Zoom, Teams).

**Mental Requirements:** Ability to manage multiple tasks, work independently, and maintain focus in a fast-paced environment.

**Safety Requirements:** Follow all safety policies and procedures to ensure a safe working environment.

**Physical Demands and Working Conditions**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. This role requires prolonged periods sitting at a desk, using a computer, and occasionally lifting up to 30 pounds.

**Work Schedule:** Monday – Friday, Full-Time (40 hours per week), occasional weekend, evenings and possible travel.

**Essential Values-Based, Leadership and Management Competencies:** Demonstrates

competencies in line with the four core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Sisters of St. Joseph.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read and understand this position description.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_