



USA Midwest (UMI) Province of the Society of Jesus Job Description

Job Title: Executive Administrative Assistant
Role: Supports Three Provincial Assistants (Corporate VP's)
FLSA Status: Non-Exempt

Summary: Serves as primary executive administrative assistant for three Provincial Assistants; as a point-of-contact within the province offices, and other duties as may be assigned.

Duties and Responsibilities include the following:

Administration Support:

- Coordinates the provincial assistants' calendars of meetings, travel, and visitation to Jesuit apostolates throughout the province and internationally. Maintains calendar, travel, and appointment schedule for Provincial Assistants. Assists expense and travel records as necessary.
- Schedules and sets up meetings using Zoom and Teams including electronic meeting invitations to attendees.
- Prepares draft and final visitation letters and/or emails.
- Creates and/or maintains databases in Excel, creating Word/Excel merged mailings when needed.
- Is a point-of-contact and liaison for intra-office coordination and communications.
- Drafts and edits letters and correspondence responses as requested.
- Edits and proofreads documents as requested finalizing key documents.
- Prepares reports as requested with appropriate research, analysis, interpretation, and presentation of the information.
- Maintains filing systems and develops and maintains a well-ordered structure of electronic records of office communications and documents.
- Creates registrations for meetings, evaluation surveys, and general information gathering as requested, using Microsoft Forms.

Meetings:

- Assists with the coordination, planning, hotel contract negotiations and hospitality for various meetings.
- Prepares meeting minutes for various meetings.

Evaluation review process for Jesuits

- Creates, sends, tracks, and receives evaluation reports for Jesuits being considered for new assignments.
- Writes thank you notes to those writing evaluations.

General office support and communications:

- Works with the other Province office executive administrative assistants to develop a team atmosphere, back up for each other, and for mutual support and development.
- As needed, sharing in the province office-wide support work with the other executive administrative assistant staff: receipt and routing of mail, answering phones, welcoming guests, assisting with larger conferences and meetings, and ordering office supplies.

Other:

- Always maintains strict confidentiality.
- Professional in appearance, communications, and demeanor.
- Proactive in seeking to learn and understand more about the Society of Jesus and the UMI Province (founding and history, terminology), the structure and organization of the UMI Province (communities and institutions), and Jesuit members.
- High attention to detail, time management, organization, prioritization, and multi-tasking.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty and responsibility 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.

Language Ability:

Ability to read and interpret a wide variety of documents. Ability to write reports and correspondence. Ability to speak effectively.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have superior proficiency in Microsoft Word; Microsoft Excel; Microsoft Outlook and similar office software.

Education/Experience:

College degree preferred; and ten years related experience; or equivalent combination of education and experience.

Knowledge, Skills and Other Abilities:

- Excellent written and verbal communication skills
- Confidentiality and Prudence
- Initiative, planning and anticipation
- Self-management

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands; reach with hands and arms; and talk, see and hear.

Work Environment:

The noise level in the work environment is usually low to moderate.

Please respond with resume and letter of interest to: dmcnulty@jesuits.org