###### POSITION DESCRIPTION

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| **Position Title** | Administrative Assistant  (to ASD and Program Managers) | **FLSA Status:** | Non-Exempt  Per Diem |
| **Division:** | St. Joseph Center | **Salary Grade:** |  |
| **Department:** | Center for Spiritual Development | **Department Code:** | **5400** |
| **Reports To:** | Office and Program Managers | **Last Update:** | Jan. 3,2023 |

**Position Summary:** The Center for Spiritual Development (CSD) Administrative Assistant is responsible for the general clerical and creative needs of CSD, working in collaboration with the Office Manager and Program Manager and ASD Coordinator. Assignments are to be performed in a manner consistent with CSD mission, values, and policies.

**Essential Functions:** Other projects and duties may be assigned.

1. Assists with ASD and CSD clerical, technological, and reporting needs of the ministry: i.e., upload to portal, class materials, program evaluations, forms, registration, Presenters’ contracts, On-the-Road tracking, etc.
2. Assists in the production, distribution, and replenishment of promotional literature such as flyers, brochures, rack cards, postcards, and newsletters. Production and distribution include, Diva, mail preparation, e-mail distribution and other means of communication as directed.
3. Assists in uploading material into website portals and creating program pages on the website as directed.
4. Assists with room setups; creates and posts directional signs for sponsored programs.
5. Assists with preparation and implementation of special programs/promotional activities, e.g., Religious Education Congress.
6. Assists with managing and providing Zoom access for CSD and ASD sponsored programs including weekends and evenings.
7. Assists with creative projects such as designs ads, flyer layouts, photography, videography, etc.
8. Assists in production, posting and uploading on social media platforms.
9. Operates office and household equipment.
10. Performs other functions as assigned by Office and Program Managers.

# 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, Secretarial Training and/or AA Degree or equivalent.
* **Preferred Education Requirements:** BA Degree, Microsoft Office Certification
* **Minimum Experience Requirements:** 1 to 2 years’ experience with increasing levels of demonstrated computer competence with Microsoft Office
* **Preferred Experience Requirements:** 3 or more years’ experience with extensive experience with computer programs such as Microsoft Office Suite, and various social media platforms

# Skill and Experience Requirements:

*Personal Skills:*Calm, professional, courteous, hospitable approach to people and situations. Must have the ability to adapt to changing environment and demands with frequent interruptions. Excellent interpersonal skills and ability to work well on a team. Position requires interaction with many people, both staff and guests and must demonstrate an attitude of cooperation and professionalism when working with others.

*Administrative Skills:*Excellent oral and written communication skills, good organizational skills and efficient utilization of time, strong telephone skills and etiquette, ability to work without close supervision, ability to plan and accomplish long range tasks, ability to compose letters/memorandums, ability to multi-task and manage conflicting deadlines and demands.

*Technical Skills:*

* Computer proficiency: Microsoft Office Suite (Outlook, PowerPoint, Word), Adobe Acrobat, image scanning, Zoom management.
* Familiarity with various social media platforms
* Excellent typing skills
* Accurate, proficient with database entry and maintenance

*Mental Requirements:*

* Accept and constructively utilize supervision
* Occasional pressure due to multiple calls, inquiries, or increased number of guests and related duties
* Ability to function in an environment that includes varying, unpredictable or crisis circumstances while exercising appropriate interpersonal and critical thinking skills
* Ability to work with more than one supervisor
* Flexibility and ability to adapt to ambiguity and multiple interruptions
* Self-starter, with ability to work for extended periods of time alone, with minimal contact with co-workers
* Ability to maintain many activities at the same time

**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 the essential functions while performing the essential functions of this job.

While performing the duties of this job, the employee is situated in an office setting. Ability to share workspace with others is required. Employee is occasionally exposed to cool or hot indoor and outdoor temperatures. The noise level in the work environment is usually quiet to moderate. The employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to sit for extended periods of time. The employee will occasionally stand, walk, stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

On occasion the employee will assist in CSD display set-up, lift, and move tables, chairs, and boxes up to 40 lbs. Occasionally subjected to irregular hours depending on clientele and program needs, may include weekends and/or evenings and out of office duties and therefore good attendance practices is preferred.

**Work Schedule:** Varied Per Diem ~~-~~ (approximately 19-hours a week) Varied afternoons: Monday – Friday and most weekends.

**Safety Requirements:** Is knowledgeable of, observes and complies with Codes of Safe Practice, safety policies and emergency procedures.

**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 to achieve the Mission of the Sisters of St. Joseph of Orange.

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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#### Supervisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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