

POSITION DESCRIPTION:	Executive Administrative Assistant
DATE:	April 28, 2021
SUPERSEDES:	January 2020
REPORTS TO:	Leadership Team and Chief Operating Officer
CLASSIFICATION:	Full-time; Non-Exempt
SUPERVISES:	Administrative Receptionist

GENERAL SUMMARY: Responsible for providing all facets of administrative assistance and support to the Congregational Minister and General Council (the “Leadership Team”) to ensure the efficient operation of the Congregation.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Promote the values of the Sisters of St. Francis (SOSF) by demonstrating behaviors supportive of a commitment to reverence, service and stewardship, including respect and involvement, teamwork, open and effective communication, and efficient and effective resource use. Adhere to SOSF policies, procedures and objectives. Exhibit professional attitude in attire, workspace and interpersonal communications.
2. Coordinate meetings and maintain calendars, prepare letters and memos, answer phone calls, greet visitors arriving for appointments with the Congregational Minister, file, sort the Congregational Minister’s mail, manage e-mails, facilitate the Congregational Minister’s correspondence and when assigned, facilitate the distribution of the Leadership Team’s correspondence.
3. Coordinate travel arrangements for the Leadership Team, to include scheduling, preparing itineraries and assisting in acquiring travel documents (passports and visas).
4. Maintain electronic versions of Congregational files, to include policies and procedures, personal, professional and academic records for the Sisters and the membership database.
5. Maintain and update internal personal directory for the Sisters annually for Congregation-wide mailings and notify appropriate personnel of any changes. Compose and maintain email distribution lists for Sisters, Associates and Friends who receive emails from the Administrative Office. Assist the Communications Department on the Sisters' annual membership directory.
6. Calculate monthly campus census report and average age report utilizing Access Software and distribute accordingly. Maintain information on census for reports due to Rome and to the Diocese of Toledo.
7. Follow protocol/procedure list when a Sister of the Congregation dies.

8. Copy, collate and facilitate production of materials needed for Congregational meetings and conferences.
9. Update hotline/e-mail messages as needed; send out Leadership Team Updates as scheduled.
10. Initiate and review the work schedule for the Administrative Receptionist after review with the Congregational Minister.
11. Utilize the assistance of the Secretarial Assistant, the Administrative Receptionist, and/or volunteer(s) on a project basis. Provide coverage for the Secretarial Assistant and Administrative Receptionist in her/his absence and vice-versa.

SKILLS AND ABILITIES REQUIRED:

1. Maintain confidentiality and work with minimal supervision.
2. Proficiency in software packages that create standard documents and reports (MS Office, etc.) as well as Adobe Acrobat and social media platforms.
3. Strong organizational skills with the ability to prioritize projects and manage workload.
4. Ability to work under strict deadlines and adapt to schedule variations.
5. Excellent telephone and customer-service skills.
6. Exceptional oral and written communication skills.
7. Ability to read and comprehend information easily from a variety of sources.
8. Proactive approach to problem-solving with a demonstrated ability to recommend/develop solutions to challenges.
9. Strong attention to detail.
10. Willingness to be a team player and work with the Congregation Leadership Team on duties and projects as necessary.

WORKING CONDITIONS:

Normal office environment with frequent disruptions and deadlines.

QUALIFICATIONS:

1. Minimum of Associate's degree in Business Administration, Secretarial Technology or a related field. Preferred Bachelor's degree in Business Administration or related field.
2. Minimum of five years office experience required. Preferred five or more years administrative experience supporting senior level executives in a team-oriented environment.

*This job description reflects management's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned by Leadership.

To apply, please send current resume to Brandy Bouyer at bbouyer@sistersosf.org.