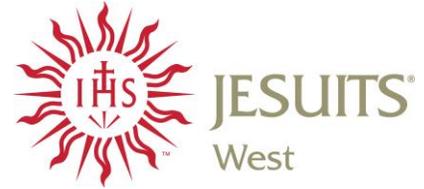


POSITION ANNOUNCEMENT



Administrative Assistant to the Provincial Assistant for Secondary and Pre-Secondary Education (Part-Time)

Jesuits West

The Institution

The Society of Jesus, the largest men's religious order in the Roman Catholic Church, assigns some 17,000 priests and brothers to ministries worldwide. In pastoral, educational, and other ministries, our priests and brothers collaborate with laymen and women, civic organizations, local dioceses, and other religious orders. As catalysts for change, we invest personnel and funding in those “turning points” in society where we believe the greatest good can be achieved. Our ministries express the power of faith doing justice by combining belief in fundamental human dignity with advocacy for the poor and marginalized.

The USA West Province (“Jesuits West”) supports a 10-state region that includes Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, and Washington. Jesuits West, a province of approximately 540 Jesuits, is led by Father Scott Santarosa, S.J. with an 11-member executive team overseeing an approximate staff of 30 with offices in Los Gatos, California and Portland, Oregon.

Position Concept and Basic Function

Provides part-time administrative support to the Provincial Assistant for Secondary and Pre-Secondary Education (PASE). The PASE office represents the Provincial and supports the mission of eighteen Jesuit high schools and Nativity schools in Arizona, California, Oregon, Washington, Montana, and Alaska. The office is staffed by the PASE in Portland, OR, and the Associate PASE in Phoenix, AZ.

Reporting to the Provincial Assistant for Secondary and Pre-Secondary Education, responsibilities will include:

- Providing administrative support, preparing internal and external correspondence, and assisting with drafting and editing documents for the PASE.
- Disseminating information to school leadership and province staff.
- Supporting the PASE in monitoring department budgets and financial reports.
- Scheduling and coordinating PASE meetings, including travel and school visits.
- Assisting the PASE and Associate PASE with planning and implementation of programming and other projects.
- Creating and maintaining accurate files (hard copy and electronic) related to the various duties and programs of the PASE office.
- Other duties as assigned.

He/she must be adept at communicating effectively with a variety of people. The qualified candidate should be an excellent planner and organizer and have great time management skills. Given the evolving and at times event-driven needs of the office, he/she must be flexible and work closely with the PASE to set priorities, adapting as the needs of the schools and the province change over time.

Qualifications

- Excellent verbal and written communication skills.
- Ability to work collegially with co-workers, school personnel, board members.
- We are looking for a reliable person with experience in office management.
- Proficient in computer technology and software such as Microsoft Word, Excel, Office 365, etc.
- Familiarity with Jesuit education and Ignatian spirituality a plus.

Schedule

The position is part-time, from August 1 to June 30 annually.

There is some flexibility in the weekly work schedule for this part-time position. A high priority will be the ability to attend scheduled meetings, some of which can be through videoconference. While the number of work hours per week will not vary, at times throughout the school year, the work hours for a given week will need to be scheduled to accommodate PASE programming and meetings.

Because this is still a developing position, there will need to be flexibility and clear transparent communication with the PASE as together we establish an effective and balanced way of proceeding.

Start Date

February/March 2018

Location

Portland, Oregon

Work Environment

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Requirements and Application Procedure

Applicants must submit a cover letter and resume to UWEjobs@jesuits.org. Review of applicants for employment will begin immediately and continue until the position has been filled.

Jesuits West makes employment decisions without regard to race, color, sex, national origin, marital status, age, and disability unrelated to job performance. The Province hires without regard to religion when Catholic faith is not a job requirement, and welcomes people of all faiths.

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