

POSITION
ANNOUNCEMENT



Administrative Assistant (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.

Position Concept and Basic Function

Located in Portland, Oregon, the Administrative Assistant will perform a variety of administrative functions to support the efficiency of office processes. Provides administrative and proofreading support to the Executive Coordinator.

Reporting to the Executive Coordinator, responsibilities will include:

- Provide primary clerical and travel support to senior Curia staff including the Provincial, Socius and Executive Coordinator.
- Prepares and sends obituaries and serves as backup for province and office electronic communications distribution. Upon request, proofreads office correspondence prior to distribution.
- Daily pick up, opening and distribution of office mail.
- Responsible for purchasing and organization of office supplies and materials for Curia staff and visitors.
- Coordinates with the Loyola Jesuit Center Manager and Curia staff regarding Curia sponsored events and meetings.
- Greets and directs visitors to the appropriate staff member.
- Maintains the Jesuit file room. Sort and file correspondence, reports, and minutes.
- Files documents and maintains filing system for the Provincial's office.
- Performs other work-related duties as assigned.

Physical Demands

- This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinet drawers and bend or stand as necessary.

Application Procedure

Please submit a resume and cover letter to uwejobs@jesuits.org by **September 15, 2017**.

Qualifications

- Associates Degree in office or Business Administration; Bachelor's degree preferred – or equivalent experience.
- Experience with Microsoft Word, Excel, PowerPoint, Office 365.
- Ability to work collegially with co-workers, Jesuits, and vendors.
- Strong verbal and written communication skills.
- Excellent attention to detail.

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.