



# Loyola High School

OF LOS ANGELES

## **POSITION: Office Coordinator**

**REPORTS TO:** *Ann Holmquist, Vice President for Mission*

**WORK SCHEDULE:** This full-time, 12-month position is scheduled to work Monday-Friday, from 7:30 a.m. – 4:00 p.m. Mission Department events or activities may require occasional work during the evening or on the weekend.

## **POSITION PURPOSE and SUMMARY**

The *Spiritual Exercises of St. Ignatius* and Ignatian ways of proceeding in Jesuit education are the underpinnings of the Jesuit Catholic identity and Mission of Loyola High School. Through an array of offerings and opportunities, adults (Faculty, Staff, Members of the Board of Directors, Alumni, Current and Past Parents) in the Loyola High School community are invited to walk their own journey in the Spirit, reflect upon their experiences, and contemplate the impact of their influence in the lives of Loyola students, one another, and the world. The Vice President for Mission and the Director of the Office for Ignatian Formation and Adult Spirituality share an office and their work is interdependent, while at the same time having distinct responsibilities.

The Office Coordinator provides administrative support to the Vice President and the Director for the full functioning of the office and their respective responsibilities. Reporting to the Vice President for Mission the office coordinator will balance assisting both the Vice President and the Director for Ignatian Formation and Adult Spirituality in the ways they share the office space and the work.

## **Essential Functions**

The Office Coordinator's primary function is to provide general administrative support and assistance to the Vice President for Mission and the Director of the Office for Ignatian Formation and Adult Spirituality and others who may be working on behalf of the Office.

- Maintains an atmosphere of gracious hospitality and daily presence in the office
  - Welcomes and greets visitors both in person and via phone/e-mail
- Maintains a high level of confidentiality and professionalism
- Maintains office supplies, equipment, records and files
- Manages logistical considerations for programs and events
  - Enters all Mission/Ignatian Formation/Adult Spirituality events in School Dude
  - Enters all Kitchen Requests
  - Procures supplies for department events
  - Manages printing and other production efforts necessary for the department and events
- Maintains Clougherty Chapel Sacristy supplies / regular inventory /care of linens, pertinent tasks as requested, etc.
- Assists the Vice President for Mission with scheduling, supporting, and facilitating various aspects of (but not limited to) the following activities:
  - Coordinates appointment schedules by planning and scheduling meetings conferences, and teleconferences;
  - Assists in the planning and implementation of events or programs;
  - Provides support for the Mission Advisory Council;
  - Reads, researches, and routes correspondences;
  - Drafts letters and documents as requested or when appropriate;
  - Prepares reports and presentations as requested or when appropriate;

- Initiates telecommunications with necessary staff/external partners;
- Manages travel planning including making necessary arrangements;
- Manages project completion processes as requested and when appropriate;
- Provides support at meetings as warranted – arranging for hospitality, taking minutes, making notes, sending follow-up communiques, etc.
- Assists the Director for Ignatian Formation and Adult Spirituality with scheduling, supporting, and facilitating various aspects of (but not limited to) the following activities:
  - Individual and group opportunities for spiritual direction
  - 19th Annotation of the *Spiritual Exercises*
  - Ignatian Conversations
  - Ongoing gatherings of adult members of the LHS community for prayer, and community-building
  - Affinity group retreats/gatherings
  - Days of reflection for faculty/ staff departments and affinity groups
  - LMG (Loyola Mothers’ Guild) Advent Morning and Spring Day of Reflection
  - Fathers’ Club Day of Prayer
  - Advent and Lenten Evenings
  - Ignatian Moments / Ignatian Mornings
  - Alumni Couples’ Retreat
  - Annual Faculty Staff Retreat
  - New initiatives
- All other duties, as assigned by the Vice President and/or the Director.

**Education, Specific Knowledge, Skills, and Abilities and Dispositions:**

- Degree and 2+ years' professional work experience, ideally in an academic environment;
- Previous ministry work is preferred but not required;
- Highly organized and detail oriented professional with a strong sense of initiative, cultural awareness and sensitivity;
- Must be capable of “holding down the office” while the Vice President and/or Director are out of the office with calming and assured presence;
- Ability to be flexible and move fluidly between work projects and assignments;
- Ability to juggle multiple, competing priorities simultaneously;
- Critical attention to detail;
- Strong computer skills including MS Office Suite and G-Suite products, with a willingness, interest, and ability to learn new skills when necessary or requested;
- Professional level writing skills sufficient for effective written communication;
- Requires interaction with faculty, staff, members of the Board of Directors, students, parents, visitors, benefactors, the Provincial’s offices and the office of the Jesuit Schools Network – must be able to communicate helpfully with all;
- Openness to Ignatian Spirituality and the Catholic underpinnings of the Mission of Loyola High School at a minimum. Experience and practice of Ignatian Spirituality and the Catholic underpinnings of the Mission of Loyola High School preferred.

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**Application Process:**

Candidates should apply using Loyola’s electronic application found on our website at <https://www.loyolahs.edu/current-openings/>. Candidates are expected to upload an updated resume and cover letter at the completion of the eApplication. Applications will be accepted until position is filled.

Loyola High School is proud to be an equal employment opportunity employer.