

USA Northeast Province of the Society of Jesus

Administrative Assistant

Provincial Assistant Secondary and Pre-Secondary Education Office

The Province office of Northeast Society of Jesus, (*the Jesuits*) a Roman Catholic order of priests and brothers is located on the upper east side of Manhattan. Education is a fundamental ministry for the Society of Jesus. The PASE (Provincial Assistant for Secondary and Pre-Secondary Education) is responsible for fostering and sustaining a strong relationship between the Society of Jesus and the schools. The PASE office provides programming and resources for schools in the province to support their shared Jesuit mission. The USA Northeast Province currently sponsors 10 high schools, 4 Nativity middle schools, 3 international schools in Jamaica and Micronesia and endorses Cristo Rey New York High School and NativityMiguel Middle of Buffalo.

Job Title: Secondary /Pre-Secondary Education Administrative Assistant

Type: Full Time Administrative Assistant

Location: 39 East 83rd Street, New York, New York

Position Summary:

The Administrative Assistant plays an important role in supporting the work of the PASE Office. He or she will need to communicate with constituents, foster relationships, manage priorities, anticipate needs, maintain confidentiality and thrive as part of a team.

Essential Job Functions:

- Provide administrative and organizational support to Provincial Assistant for Secondary and Pre-Secondary Schools.
- Schedule and plan events and meetings for school leaders, Boards of Trustees and faculty, as requested
- Oversee budget and office purchasing
- Build and maintain relationships with school partners
- Communicate with Jesuit Schools about programs and resources
- Management of calendar and coordination of travel
- Create or update database and excel spreadsheets
- Assist with video-conferencing, internet research and maintaining social media sites

Success Factors:

- Effectively communicates internally and externally
- Attention to detail and sensitivity to deadlines
- Understanding of the mission of Jesuit education
- Highly organized self-starter who is able to work independently and take initiative
- A team player who works well with others
- Demonstrated problem solving skills, individually and as part of a team

Desired Skills and Experience

- Bachelor's Degree
- Excellent computer skills, MS Outlook, Microsoft Office, PowerPoint
- Excellent communication skills
- Knowledge or experience of Jesuit education
- Appreciation and understanding of Catholic traditions and experience in working with not-for-profits
- Previous experience supporting executive level staff
- Social Media and Video-Conferencing experience a plus

Salary is competitive and commensurate with experience. The UNE Province has a generous array of benefits.

Interested Candidates should send a letter of interest and resume to Margaret Florentine, mflorentine@jesuits.org