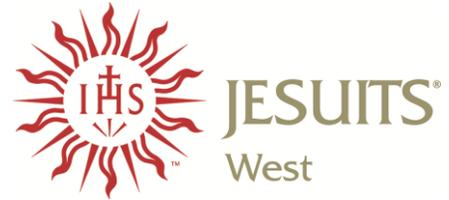


POSITION ANNOUNCEMENT



Part-Time Administrative Assistant Higher Education 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.

Jesuits West supports a 10-state region that includes Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, and Washington. Jesuits West is led by Father Santarosa as its Provincial 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

The Administrative Assistant provides general administrative support to the Provincial Assistant for Higher Education (PAHE) including travel arrangements, meeting scheduling/coordination, preparation of billing and payment requests. The Administrative Assistant interacts with university presidents and other leadership teams from the Higher Education Sector. Because this is still a developing position, there will need to be flexibility and clear, transparent communication with the PAHE to establish a balanced way of proceeding. The PAHE may require support ranging from twenty to thirty hours per week and significantly less time during summer months.

Reporting to the Provincial Assistant for Higher Education (PAHE), responsibilities will include:

- Responsible for ensuring the smooth administrative functioning of the PAHE department. Prepares payment and billing requests. Assists the PAHE in monitoring the department budget. Serves as main liaison between PAHE and Treasurer's Office.
- Maintains calendar and appointments for PAHE and arranges and coordinates school visits and sector meetings. Makes travel arrangements for PAHE.
- Independently responds to letters and general correspondence of a routine nature; ensures documents are accurate/edited prior to distribution.
- Prepares internal and external correspondence. Reviews and summarizes miscellaneous reports and documents; prepares background documents as necessary.
- Files documents and maintains filing system (hard copy and soft copy) for the PAHE's office. Ensures permanent records of the PAHE are retained based on Province/National Archive policies and procedures.
- Communicates effectively with co-workers, staff assistants and liaisons, Province constituencies, representatives of outside organizations and others.
- Organizes own work, coordinates projects, sets priorities, meets deadlines and follows-up on assignments with minimal direction.
- Engage in regular communication with the Jesuit Conference office throughout the year. Identifies and leverages national resources/cross-province collaboration as appropriate.
- Other Duties as Assigned.

Qualifications

- Associates degree in office or business administration; bachelor's degree preferred or equivalent experience.
- 5-7 years' experience in an executive office setting.
- Compatible with the vision, values and missions of Jesuits West.
- High degree of attention to detail.
- Experienced with, and continued refreshment on, computer software programs including Office 365, SharePoint, OneDrive, Microsoft Outlook, Word, Excel, PowerPoint, Skype for Business.
- Excellent verbal and written communication skills.
- Strong project management, multi-tasking, and follow through capabilities.
- Ability to maintain confidentiality.
- Possesses initiative, is self-directed; able to complete workload without onsite direction. Must be organized and flexible; able to rearrange priorities.
- Ability to use tact and good judgement in dealing with a variety of personalities.
- Flexible schedule due to the travel schedule of the PAHE. Work schedule will be reduced in the summer months due to university schedules.

Requirements and Application Procedure

This part-time position is based in Portland, Oregon and is open until filled.

Interested candidates should e-mail or mail a resume and cover letter (Word or PDF attachments accepted) to: uwejobs@jesuits.org Review of applicants for employment will begin immediately.

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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