

# POSITION ANNOUNCEMENT



## Part-Time Administrative Assistant to Sr. Philanthropy Officer 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 clerical support to the Sr. Philanthropy Officer (SPO) to ensure smooth office operations and helps with scheduling and organizing of donor events.

### Reporting to the Sr. Philanthropy Officer, responsibilities will include:

- Provides primary clerical and travel support to the Sr. Philanthropy Officer.
- Responsible for processing office mail including driving to the post office as needed to pick-up or mail items.
- Organizing and submitting monthly expenses and mileage.
- Typing letters and foundation reports (letters and reports provided by SPO); generates memos, emails and reports when appropriate
- Helping to create and manage Excel spreadsheets for donors, etc.

- Purchases office supplies and keeps track of inventory
- Helping to work out computer issues and tech challenges
- Helping to organize file drawers, storage cabinets and general office organization
- Unpacking boxes of brochures and organizing their placement in the office
- Assembling folders with brochures, wrapping gifts for donors
- Getting photos from events developed
- Helping to prepare invitation lists by looking up Constituent numbers in database.
- Preparing mailings of invitations for events creating address labels, stuffing envelopes, mailing invitations
- Calling donors and prospects regarding events to get their RSVPs
- Preparing full assembly of nametags for events, purchasing nametags, etc.
- Adding new prospects to Raisers Edge database (prospects provided by SPO)
- Donor research – pulling Intellisius research on donors and pulling 990's for Foundations
- At the request of the SPO, calls donors to thank them for smaller gifts \$100-\$499, arranging details of events at country clubs, hotels, etc., helping to run events, i.e. checking-in guests, handing out nametags, making sure that guests are recorded in database.

## Qualifications

- Two years office experience, college degree a plus.
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel. Knowledge of Raisers Edge Database a plus.
- Excellent organizational skills.
- Detail-oriented and comfortable working independently and as part of a team.
- Willing to take direction and have a desire to improve skills and perform excellent work
- Strong communication skills necessary, looking for an articulate speaker and a good writer with an effective grasp of grammar and syntax.
- Must be able to carry 25 lbs.
- Must drive and own a vehicle; provide MVR annually.
- An understanding of the Catholic religion and an appreciation for Catholic social justice is a plus

## Requirements and Application Procedure

The Sr. Philanthropy Officer is based in Los Angeles, California. This is a Part-Time position, 8 – 16 hours per week.

Interested candidates should e-mail or mail a resume and cover letter (Word or PDF attachments accepted) to: [uwejobs@jesuits.org](mailto:uwejobs@jesuits.org)

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