

POSITION ANNOUNCEMENT



Administrative Assistant to the Provincial Assistant for Secondary and Pre-Secondary Education (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.

The USA West Province (“Jesuits West”) supports a 10-state region that includes Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, and Washington. Jesuits West, a province of approximately 540 Jesuits, is led by Father Scott Santarosa, S.J. 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

Provides part-time administrative support to the Provincial Assistant for Secondary and Pre-Secondary Education (PASE) and the PASE office. The PASE office represents the Provincial and supports the mission of eighteen Jesuit high schools and Nativity schools in Arizona, California, Oregon, Washington, Montana, and Alaska. The office is staffed by the PASE in Sacramento, CA, and the Associate PASE in Portland, OR. The Administrative Assistant’s office is in Portland at the Jesuits West Province offices.

Reporting to the Provincial Assistant for Secondary and Pre-Secondary Education, responsibilities will include:

- Providing administrative support, preparing internal and external correspondence, and assisting with drafting and editing documents for the PASE office.
- Disseminating information to school leadership and province staff.
- Monitoring department budgets and financial reports in collaboration with the PASE and the Province Treasury office.
- Scheduling and coordinating PASE and Associate PASE meetings, including travel and school visits.
- Assisting the PASE and Associate PASE with planning and implementation of programming and other projects.
- Working with retreat houses and other sites regarding the scheduling of PASE office programs.
- Creating and maintaining accurate files related to the various duties and programs of the PASE office.
- Other duties as assigned.

He/she must be adept at communicating effectively with a variety of people. The qualified candidate should be an excellent planner and organizer and have great time management skills. Given the evolving and at times event-driven needs of the office, he/she must be flexible and work closely with the PASE to set priorities, adapting as the needs of the schools and the province change over time.

Qualifications

- Excellent verbal and written communication skills.
- Ability to work collegially with co-workers, school personnel, board members.
- We are looking for a reliable person with experience in office management.
- Proficient in computer technology and software such as Microsoft Word, Excel, OneNote, OneDrive, Teams, Office 365, Google Docs and Forms, Numbers, etc.
- Familiarity with Jesuit education and Ignatian spirituality a plus.

Schedule

The position is part-time, from August 1 to June 30 annually.

The position is 20 hours per week at the Jesuits West Province offices in Portland. The PASE will work with the Administrative Assistant to determine a regular work schedule for this position. At times throughout the school year, the work hours for a given week will need to be scheduled to accommodate PASE programming and meetings.

Start Date

January/February 2020

Location

Portland, Oregon

Work Environment

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Requirements and Application Procedure

Applicants must submit a cover letter and resume to UWEjobs@jesuits.org. Review of applicants for employment will begin immediately and continue until the position has been filled.

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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