



Ad Maiorem Dei Gloriam

Province Position Posting

Position Title: Administrative Assistant for Apostolic Planning
Reports to: Provincial Assistant to Apostolic Planning & Operations
Classification: Part-Time, 20 hours per week
Location: New York City

Job Summary:

The Administrative Assistant provides direct support to the Provincial Assistant (PA) for Apostolic Planning & Operations through daily administrative support for the execution of the Assistant's responsibilities.

Direct support of PA of Apostolic Planning

- Manage the calendar for the Office of Apostolic Planning
- Schedule appointments for PA for Apostolic Planning
- Assist in the preparation of regularly scheduled reports
- Write memos and correspondence using MSWord and Outlook email
- Create and maintain spreadsheets using MS Excel
- Submit and reconcile expense reports to Treasury Sector
- Provide general support for visitors of the PA of Apostolic Planning
- Coordinating meetings to include:
 - Coordinating with caterers
 - Submitting expenses for payment of bills received from vendors and caterers
 - Reviewing incoming correspondence from attendees and preparing responses back to them

Collaborate with the Director of Communication:

- Monitor the biweekly updates of the website for Apostolic Planning
- Monitor and distribute emails that are sent to ueaapostolicplanning@jesuitsorg
- Draft communication for the PA for Apostolic Planning
- Work with the PA for Apostolic Planning to accomplish tasks in an orderly and timely fashion

Collaborate with the Creative Processes:

- Participate in meetings while also taking meeting minutes
- Research and create presentations on an as-needed basis
- Support the scheduling of off-site video shoots

The USA East Province of the Society of Jesus

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Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job
- Duties, responsibilities, and activities may change at any time with or without notice

Supervisory Responsibility:

- This position has no supervisory responsibilities

Physical Demands:

- Sit at a desk for long periods of time while working on the computer
- Use telephone; write or use a keyboard to communicate through written means
- The noise level in the work environment is usually moderate
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this role

Travel:

There is some travel associated with this position: an annual meeting to be held within the East Coast Region.

Required Education & Experience Requirements:

- 2+ years of administrative assistant experience
- High School Diploma or GED required, Bachelor's Degree preferred
- Strong PC skills
 - Proficient knowledge on Microsoft Office 365 services including Yammer and MS Teams
 - Must have above average knowledge of MS Word, Excel and PowerPoint
- Knowledge of general office procedures (e.g. filing, correspondence, scheduling, large mailings)
- Ability to adapt procedures, processes, and techniques to the completion of a variety of detail-oriented tasking and duties
- Ability to follow through with projects while meeting deadlines with minimal supervision
- Strong interpersonal skills
- Superior oral and written communication skills (looking for exceptionally strong writing skills). The Administrative Assistant will be involved in the drafting/redrafting process for the Apostolic Plan itself and will be asked to post and monitor the draft on the Apostolic Planning website in coordination with the Director of Communications
- Excellent telephone etiquette
- Advanced ability to organize and distribute (via email, postal service, and express delivery) all manner of correspondence to parties in locations around the world

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- Tact and good judgement in daily situations that require polite behavior and the ability to sustain a congenial rapport with both religious and lay colleagues
- Respect for and full understanding of the importance of confidential information
- Understanding of and appreciation for the Roman Catholic hierarchy preferred

How to apply:

If you share the vision and values of the mission of the Society of Jesus, we invite you to submit a resume and cover letter to our Human Resources Department, at **ueahumanresources@jesuits.org** and write “Administrative Assistant to Apostolic Planning” in the subject line. If you have been referred by a current UEA Province employee, please write the name of the referring employee in the body of your email.

The Province offers a team-oriented work environment and a competitive compensation plan. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.