



Ad Maiorem Dei Gloriam

## USA East Province of the Society of Jesus Position Posting

**Position Title:** Advancement Events Administrative Assistant  
**Employment Status:** Part-Time/Temporary  
**Location:** Weston, MA  
**Reports to:** Director of Advancement Programs and Events

### **Position Summary:**

The Society of Jesus is a Roman Catholic order of priests and brothers founded in 1534 by the soldier-turned-priest Ignatius Loyola, most often referred to as "the Jesuits." In our region, we refer to ourselves as the USA East Province of the Society of Jesus (UEA), one group within the Society of Jesus in the United States and one part of the worldwide body of Jesuits. The USA East Province consists of eastern states from Maine to Georgia.

This position is currently part-time, approximately 10-20 hours per week. This position is temporary, over the following period: January 2024 through May 2024. This individual will work as part of the Advancement team of UEA in our Weston, MA office. The primary role of this position is assisting the Director of Advancement Programs and Events in the Weston office with event management. Events may include the Jesuit GALA, Friends of the Jesuits Golf Outing, Jesuit Friends and Alumni Mass, and other Province wide events.

This individual will perform diversified duties including administrative details related to event logistics, planning, registration, on-site event tasks, print materials (invitations, programs, signage) and assist where needed while working with the Advancement team. This role assists with the development and execution of a comprehensive stewardship system that appropriately and consistently promotes interaction with and recognition of donors at all levels to coincide with the advancement fundraising and Province priorities.

### **Position Responsibilities:**

- Works with the Director of Advancement Programs and Events and the Weston Office. Advancement staff on executing a strategy for stewardship of current donors and prospects.
- Works with the Director of Advancement Programs and Events on the execution of existing programs/initiatives and other stewardship Events as planned.
- Directly supports the Director of Advancement Programs and Events.
- Supports the work of the Advancement Department on an as-needed basis.

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39 East 83rd Street | New York, NY 10028 | T: 212.774.5500 | F: 212.794.1036 | [www.JesuitsEast.org](http://www.JesuitsEast.org)

**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 Responsibilities:**

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 quiet to moderate.
- Occasional lifting of materials and supplies (not more than 40 lbs.) may be required for event site preparation.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

**Travel:**

There is no travel associated with this position.

**Education and Experience Requirements:**

- Minimum of one to three years' work experience in fields such as event planning, marketing, writing, donor relations, and Advancement required.
- Bachelor's Degree preferred.
- Knowledge of PC computer systems and electronic communication: Microsoft Outlook, Excel, Word, and PowerPoint.
- Ability to communicate effectively, both orally and in writing.
- Exceptional organizational skills.
- Familiarity with Raiser's Edge or similar donor database is required.
- Familiarity with graphic design programs, such as In-Design, helpful.
- Must be detail oriented.
- The ability to collaborate, work as a member of a team, successfully set priorities, and meet deadlines.

**How to Apply:**

If you have a commitment to excellence and want to join our team, we invite you to submit a resume and cover letter to our Human Resources Department, at [ueahumanresources@jesuits.org](mailto:ueahumanresources@jesuits.org) and write "Advancement Events Administrative Assistant" in the subject line. This position is part-time/temporary and does not include employee benefits (federal/state mandated benefits only). The hourly rate for this position will range from \$23.00/hour to \$25.00/hour based on experience.

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.

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