

THE MARIANIST PROVINCE OF THE UNITED STATES

POSITION DESCRIPTION

TITLE: Administrative Assistant – Office of Sponsorship

FLSA: Non-Exempt

REPORTS TO: Director, Office of Sponsorship

LOCATION: Province Offices (St Louis)

GENERAL SUMMARY

The Administrative Assistant supports the work of the Office of Sponsorship. The Office of Sponsorship provides programs and services to Marianist-sponsored ministries, including 17 secondary schools and four retreat centers located throughout the United States. The Assistant works independently and collaboratively to help achieve the goals, strategies and objectives of the Office of Sponsorship and the Province.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provide administrative support for the Office of Sponsorship (e.g., generating spreadsheets, composing letters and reports, maintaining files, helping make travel plans, and processing outgoing mail)
2. Assure a timely response to requests for information or materials from sponsored ministries
3. Maintain accurate mailing lists and distribution lists for postal mailings, e-newsletters, and emails
4. Coordinate with the Province communications group to produce newsletters and update the Marianist App
5. Manage the paper and electronic files of the Director, and group files for the Office of Sponsorship, using Dropbox
6. Coordinate planning and setup for off-site programs, including:
 - Assist in site selection and vendor relations
 - Oversee event promotion and manage online registrations
 - Coordinate air and local travel, and lodging for program participants
 - Prepare meeting handouts, name badges, and other program supplies
 - Provide on-site reception and coordination of meeting room setup and audio-visual needs
 - Oversee food and beverage planning and dietary restrictions of participants
 - Process expense reimbursements, vendor invoices and stipend requests
 - Produce electronic surveys for participants to evaluate program
 - Maintain master database to track attendance by program participants
 - Report actual-to-budget financial performance for programs
7. Process expense reimbursements and credit card usage reports for the Office of Sponsorship
8. Maintain key event, travel, and project production schedules and calendars for the Office of Sponsorship
9. Collect and report information to produce annual reports and directories
10. Provide setup and support for Office of Sponsorship meetings
11. Participate in monthly meetings of the Office of Sponsorship, and record meeting notes
12. Assist the Director in creating and tracking annual budgets
13. Generate invoices and coordinate collection and deposit of sponsorship fees and program participation fees
14. Track applications and oversee distribution of tuition assistance grants, and endowment fund payouts
15. Other duties and projects as assigned by the Director, Office of Sponsorship

ADDITIONAL DUTIES AND RESPONSIBILITIES

Marianist LIFE (Living in Faith Experience)

1. Coordinate registration for the LIFE summer program, including:
 - Creation and management of online registration forms
 - Assisting with program promotion and distribution of program registration materials
 - Working with school moderators to assure timely submission of accurate registration information
 - Reporting registrations received and updating participant and moderator contact lists
 - Tracking and reporting completion of child protection course for adults
 - Assisting with financial record keeping (including vendor payments, stipends, and program fee payments)

Sponsorship Commission

1. Support the Director, Office of Sponsorship and the Province Assistant for Education (Commission Chair) in carrying out the work of the Sponsorship Commission
2. Attend Sponsorship Commission meetings (in person, or via Zoom) to record meeting minutes
3. Coordinate preparation and support for Sponsorship Commission meetings (including lodging, travel, meals and expense reimbursements for Commission members and guests)

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Appropriate level of clerical and administrative assistance experience
- Excellent oral and written communication skills
- Excellent organizational and time management skills
- Proven ability to set and accomplish reasonable goals, and to rearrange priorities as required
- Proven customer service skills and proven ability to maintain confidentiality
- Proven ability to develop strong professional relationships with constituents
- Experience creating and managing spreadsheets, web-based databases, and reports
- Well versed in Microsoft Office Suite (Word, Excel, PowerPoint), cloud-based file hosting services (Dropbox), and web-based video conferencing services (Zoom)
- Available for evening and weekend work when needed, and available for occasional travel
- Willingness to embrace and support Catholic, Marianist mission and values

PHYSICAL DEMANDS

Work is generally in an indoor setting. Must be able to travel alone by plane and car. Must be able to handle, lift objects and/or materials of up to 20 pounds. Must be able to use telephone (hear and speak) and use a computer.

ACCOUNTABILITY

The Administrative Assistant is directly accountable to the Director, Office of Sponsorship.

REASONABLE ACCOMMODATIONS

Lifting up to 20 pounds is essential for this position. Lifting weights above 20 pounds may be accommodated by seeking help from another co-worker. Remainder of the physical demands listed above are essential to this position for which no reasonable accommodation can be made.

Job descriptions are not intended, nor should be construed, to be all-inclusive lists of all responsibilities, skills, efforts or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary.

05.2022