



St. Charles Borromeo Seminary, Wynnewood, PA / Relocating to Gwynedd Township, Summer, 2024

JOB TITLE:	Executive Administrative Assistant
CLASSIFICATION:	Non-Exempt / Full-time
DEPARTMENT:	Office of the Rector
REPORTS TO:	Rector
DIRECT REPORTS:	N/A

SUMMARY

Two positions staff the Rector's Office: An Executive Administrative Assistant and an Administrative Assistant. The Executive Administrative Assistant requires a senior-level executive assistant who has five to seven years of experience working in a similar position, preferably in a church-related, non-profit institution. The candidate must have a commitment to and a strong understanding of the mission and teachings of the Catholic Church, be highly organized and able to multi-task, with excellent written and oral communication skills. Proficiency in Microsoft Office and Outlook calendar for managing meetings, appointments, and travel arrangements are required. Candidate must be able handle sensitive information with confidentiality and discretion.

Additionally, the candidate must be a team player, adaptable, hardworking, proactive, and able to serve as a professional representative of the institution.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides executive-level administrative support to Rector.
- Manages Rector's calendar, daily, monthly, yearly, and long-term, coordinates Rector's calendar with seminary's calendar.
- Works routinely with senior management/support staff on behalf of the Rector.
- Handles logistics of Rector's meetings with seminarians, faculty, administration/staff, Trustees, and guests; plans and executes logistics of external meetings for the Rector; also, includes scheduling regular conferences and year-end meetings.
- Staffs' meetings for Rector to include the Board of Trustees and all committees for which the Rector's office has responsibility (e.g., Administrative Council, Strategic Planning Committee, and Formation Committee). Agenda preparation and meeting minutes; with the assistance of the Administrative Assistant.
- Prepares and expedites key office correspondence, special mailings and supporting documents for projects; assists in proofreading, fact checking and researching office reports and correspondence.
- Oversees office budget, prepare invoices for payment. Review annual budget with the Rector.
- Works in conjunction with outside professional services; invoices/reimbursements.
- Provides telephone coverage for the Rector's Office; sorts and distributes incoming mail, order office supplies.
- Performs all the essential duties and functions of the position, and other related duties, ad-hoc projects as assigned and as necessary.



QUALIFICATIONS – Knowledge, Skills/ & Abilities

- Proficiency in Microsoft Office
- Ability to exercise confidentiality and good judgment
- Excellent written and oral communication skills
- Excellent administrative and organizational skills
- Keen attention to detail
- Ability to multitask and follow through on projects
- Ability to work collaboratively

EDUCATION/EXPERIENCE

- Five to seven years of executive administrative assistant experience; preferably in a church-related, non-profit institution
- Bachelor of Arts degree minimum
- Experience in complex calendar management and travel arrangement