



Ad Maiorem Dei Gloriam

Province Position Posting

Position Title: Administrative Assistant
Reports to: Executive Director | Office of Ignatian Spirituality
Classification: Part-Time, 20-30 hours per week
Location: Maryland Office

About the USA East Province:

The Society of Jesus (the Jesuits) is a Roman Catholic order of priests and brothers founded in 1540 by the soldier-turned-priest, Saint Ignatius Loyola. In the vision of their founder, Jesuits seek to “Find God in All Things” and commit themselves to the “Greater Glory of God.” The USA East Province of the Society of Jesus is one of four Provinces within the Society of Jesus in the United States belonging to the worldwide body of Jesuits.

The Office of Ignatian Spirituality (OIS), a ministry of USA East Province of the Society of Jesus, works to promote the ministry of the Spiritual Exercises and to create opportunities for people to experience its graces.

Job Summary:

The primary role of this position is to provide support services to the Office of Ignatian Spirituality, a ministry of the USA East Province. This position will work under the direction of the Executive Director of OIS. This is a hybrid position with 3 days in the Baltimore office (Tuesday, Wednesday, and Thursday), and remote work on Monday and Friday.

This position provides direct support to the Office of Ignatian Spirituality staff, which includes managing the finances and operations of the Office, coordinating special projects and logistics, communication with incoming inquiries, as well as providing administrative support.

This position also answers non-routine correspondence and assembles highly confidential and sensitive information. Independent judgment is required to plan, prioritize, and organize a diversified workload.

Essential Functions:

Administrative

- Manage reservations for all programs (retreat houses, conference centers, etc.).
- Organize OIS staff meetings (online and in-person).

The USA East Province of the Society of Jesus

39 East 83rd Street | New York, NY 10028 | T: 212.774.5500 | F: 212.794.1036 | www.JesuitsEast.org



Ad Maiorem Dei Gloriam

- Primary liaison with Human Resources, Treasurer's Office, and IT.
- Assist with onboarding of full and part-time associates.
- Managing office calendars (internal and external) and communication: ensure that appointments, deadlines, and events are properly scheduled and communicated.
- Answering and directing phone calls: handle incoming calls, route them to the appropriate person, and take messages when necessary.
- Maintain filing systems per OIS policies.
- Maintain appropriate contact lists on approved OIS platforms.
- Maintain and update organizational files, databases, and organize files for easy retrieval.
- Ordering and restocking office supplies and other OIS materials (print materials, promotional items, program materials, etc.).

Finance

- Serve as a conduit between the OIS staff, in particular the Executive Director, accountants, and auditors.
- Document all incoming payments and provide reports to relevant staff members and accountants.
- Prepare and provide monthly financial materials that include bank statements, credit card statements, income, and expense documentation upon request.
- Administer, set up, and track program tuitions.
- Manage invoicing, expense reports, and check requests.
- Prepare and submit bank deposits.
- Prepare checks for signature and distribution.
- Provide quarterly financial reports.

Other Duties:

Provide logistical support to all program staff for programs happening online and/or in person.

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.



Ad Maiorem Dei Gloriam

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.
- Ability to lift files/boxes up to 10 lbs., open filing cabinets, and bend or stand as necessary.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Travel:

Travel may be required for annual or occasional OIS staff meetings.

Required Education & Experience Requirements:

- Minimum Associates Degree; Bachelor's Degree preferred.
- Must have a minimum of 2 years of office/administrative experience.
- Understanding of and appreciation for the Roman Catholic faith and traditions required.
- Familiarity with the Society of Jesus ("The Jesuits") and Ignatian spirituality.
- The ideal candidate for this role will have a strong command of both English and Spanish.
- Exceptional level of communication skills, both verbal and written composition.
- Strong PC (not Mac) skills.
 - Proficient knowledge of Microsoft Office 365 services.
 - Must have above-average knowledge of MS Word, Excel, and PowerPoint.
 - Familiarity with accounting software (QuickBooks, etc.) and database management.
- Knowledge of general office procedures (e.g., filing, correspondence, scheduling, large mailings).
- Excellent telephone etiquette.
- Ability to collaborate, work as a member of a team, and successfully set priorities to meet deadlines with minimal supervision.
- Ability to adapt procedures, processes, and techniques to the completion of a variety of detail-oriented tasks and duties.
- Must have the ability to assess and adapt to ever-changing office priorities.
- Experience in maintaining confidentiality is essential.
- Ability to successfully pass a criminal background check, and provide proof to legally work in the United States.

Salary Range

The salary range for this position is between \$26 and \$28 per hour based on experience and qualifications.

The USA East Province of the Society of Jesus

39 East 83rd Street | New York, NY 10028 | T: 212.774.5500 | F: 212.794.1036 | www.JesuitsEast.org



Ad Maiorem Dei Gloriam

How to apply:

If you share the vision and values of the mission of the Society of Jesus and would enjoy establishing a trusting relationship with religiously vowed men, we invite you to submit a resume and cover letter to our Human Resources Department, at ueahumanresources@jesuits.org and write “OIS Administrative Assistant” 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. This position is part-time, not benefits eligible. 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.