



ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Reports to: Executive Assistant	FLSA Status: non-exempt	Approval: CEO
Effective Date: Dec. 13, 2022	Location: hybrid	Travel: none

Vision: We see a world where each individual understands their God-given mission in life and is doing their best to fulfill it; a world where Catholic leaders are influential voices in society; a world where Jesus' example of loving, servant leadership is modeled in every family, workplace, parish, and community.

Purpose: Catholic Leadership Institute (CLI) provides bishops, priests, deacons, religious, and lay persons in the Roman Catholic Church with world-class, pastoral leadership formation and consulting services that strengthen their confidence and competence in ministry, enabling them to articulate a vision for their local church, to call forth the gifts of those they lead, and to create more vibrant faith communities rooted in Jesus Christ.

Summary: The Administrative Assistant supports the mission of CLI through administrative, logistic, and hospitality activities. In addition, the Administrative Assistant is responsible for the coordination of the Disciple Maker Index paper survey entry effort, ensuring that paper surveys representing the voices of thousands of Catholics across the country are uploaded to an online portal so that parishes have a full picture of their parish landscape. The Administrative Assistant reports to the Executive Assistant.

DESIRED QUALIFICATIONS

Knowledge and Experience Requirements:

- Bachelor's degree or at least four years' experience in a similar role

Critical Skills and Demonstrated Behaviors:

- A practicing Catholic with a deep love for the Catholic Church
- Excellent organizational skills and attention to detail
- Strong problem solving and decision-making capabilities as well as project management/oversight skills
- Ability to multitask and manage multiple objectives
- Outstanding verbal and written communication skills
- Ability to work effectively and independently with internal and external contacts
- Ability to interact and influence at all levels of an organization
- Advanced skills with Microsoft suite of products, particularly Outlook, Power Point Excel

- High level of proficiency with virtual meeting technology (Zoom, Teams, etc.)
- Experience with Raiser’s Edge or equivalent customer relationship management platforms and/or Salesforce a plus
- Non-profit work a plus

KEY RESPONSIBILITY AREAS

Area	Key Responsibilities
Office Logistics & Support	Provide support and oversight of office logistics to include: <ul style="list-style-type: none"> • Managing office processes to ensure team needs are met • Creating, improving and supporting clear and streamlined processes that support needs across the organization • Tracking and ordering office supplies • Maintaining office equipment and managing vendor relationships • Managing office communications • Maintaining contact lists
Event Support & Logistics	Oversee event support and logistics, to include: <ul style="list-style-type: none"> • Scheduling office space for team members • Coordinating and supporting hospitality and logistics for in-office team meetings and events
DMI Paper Survey Process	Plan, lead and implement the DMI paper survey entry strategy, to include: <ul style="list-style-type: none"> • Recruiting and training volunteers for DMI survey entry • Communicating with parishes about their surveys • Tracking and distributing surveys to volunteers for entry in the portal • Gathering and disposing of completed surveys
Administrative Support	Provide as-needed administrative support to other CLI teams, to include: <ul style="list-style-type: none"> • Supporting the Communications, Finance, and People Ops teams with routine administrative processes and special projects as needed • Supporting the Fulfillment team with routine administrative processes, event logistics, and special projects as needed

CRITICAL SUCCESS CRITERIA

Self-Assurance and Humility: Has deep trust in the Lord and in one’s ability to meet most challenges. Inspires self and others to fulfill commitments and achieve a positive outcome. Does not seek personal recognition but is committed to the success and growth of others. Makes it about the other person rather than about self. Invites others to more fully participate and open up. Understands that “I have to do it myself and I can’t do it alone.” Values excellence and is committed to lifelong growth in holiness, confidence, and competence.

Comfortable with Ambiguity: Has ability to ‘go and figure it out’ when all necessary information is not available. Is willing to make quick decisions even without all the facts. Handles deviations from routine without assistance; readily accepts changes in procedures, assignments and priorities. Takes change in

stride; adapts, improves and overcomes obstacles and challenges. Can balance competing priorities in assignments. Doesn't dwell on the negative or downside of things or decisions.

Resilient Drive: Has the ability and energy to do what it takes to be faithful to God's call and to one's unique role in service to the CLI Vision and Mission. Is motivated to achieve his/her goals and to support the goals of the organization, knowing that that will require effort, flexibility and skill. Anticipates problems and obstacles and brings resourcefulness and a "can-do-spirit" to both short and long-term goals and tasks. Finds satisfaction in the living out of one's purpose and values and in the effort it takes to achieve one's key responsibilities and SMART Goals. Is committed to the development and training that it will take along the way.

Does this sound like you?

Apply today by sending your cover letter, with salary requirements, and resume, to JoinUs@catholicleaders.org.