

## **ACADEMY OF OUR LADY OF LOURDES POSITION DESCRIPTION**

**DEPARTMENT:** Administration

**TITLE:** Executive Assistant

### **GENERAL SUMMARY**

The Executive Assistant is responsible for providing efficient and effective clerical and administrative support for the Community President and Congregational Leadership with behavior that reflects the mission of the Sisters of St. Francis. The responsibilities of this position require a high level of professionalism and confidentiality.

### **ESSENTIAL FUNCTIONS**

- **Academy Board meetings**
  - Requests agenda items from members of the Board.
  - Prepares Academy Board agenda with the President.
  - Gathers materials needed and email to Board members prior to the meeting.
  - Takes computer notes at the meeting.
  - Logs future agenda items.
  - Prepares a draft copy of the minutes to be approved.
  - Prepares ledger copies after minutes are approved.
  - Updates Academy Board Index.
- **Council meetings**
  - Prepares ledger copies after minutes are approved.
  - Updates Council Index.
  - Prepares quarterly report of financial decisions of the Academy Board.
- **Funerals**
  - Manages all details for communicating a death of a Sister, including updating statistical reports, writing and distributing the obituary, posting notices, communicating with funeral home, order grave marker.
  - Completes funeral records for Sisters.
  - Updates cemetery records for both burial and cremation.
  - Updates forms as needed.
  - Distributes funeral planning forms as needed.
  - Updates copies of Cemetery records and distribute biannually.
- **Correspondence and Records**
  - Coordinates official record-keeping of General Chapter
  - Prepares correspondence to applicable Bishops of Dioceses where Sisters of St. Francis reside.
  - Prepares congratulatory correspondence to Jubilarian priests of the Dioceses of Winona.
  - Prepares the Ordo for mailing.
  - Plans and implements mailings for Christmas.
  - Prepares letters to Congregations regarding new leadership, deaths.
  - Assembles mailings from Leadership to Sisters and Cojourners.
- **Office functions**
  - Updates the Administrative Policy book and the Desk Manual biannually.
  - Records subscription renewal dates and orders as requested by Council.
  - Updates Master Calendar with leadership events.

Office functions continued -

- Maintains Office Calendar and updates with all events related to the office.
- Schedules conference calls/ZOOM
- Creates and maintains required databases, files and other records and information.
- Communicates with Post Office regarding Assisi Heights' mail account.
- Oversees Support Office staff and equipment.
- Collects required information to prepare annual budget information for the Corporate Treasurer.
- Assists Communications office with E-communications and network messages when required.

**OTHER FUNCTIONS**

- Performs related work as required by the President.

**COMPETENCIES AND/OR SPECIAL REQUIREMENTS**

- To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Person Directed Living Philosophy

- Must pass a background investigation, including a criminal history investigation.

**QUALIFICATIONS**

- Post-secondary education in Business or Administrative Support, five years Administration Assistant experience, or any similar combination of education and experience.
- Computer literacy with proficiency in Micro Soft Office in word processing, spreadsheets and data base management.
- Ability to gain proficiency in the internal language of religious life and the Catholic Church.
- Demonstrates grasp of religious values, goals and aims of the Sisters of St. Francis.
- Skill in operation of various office equipment and office practices.
- Skill in writing, proofreading, and editing.
- Ability to communicate (written and verbal) effectively and clearly with all levels of staff, the business community and the public at large.
- Ability to work independently and with others to support the overall functions of the department.
- Ability to multi-task and establish workflow priorities on a continuous basis.
- Ability to hold information in a confidential manner and be able to establish professional relationships with the Sisters and staff.

**WORKING CONDITIONS**

- Work requires extensive use of computer keyboard and mouse.
- Extended periods of standing, walking and sitting required on a daily basis.
- Frequently requires objects weighing up to 20 lbs. to be lifted, pushed, pulled and/or carried.
- Standing, sitting, walking, bending, stooping, stretching, reaching, grabbing, pushing, lifting, carrying, auditory and visual acuity, color discrimination and manual dexterity required on a daily basis.
- Generally 32 hours per week requiring flexible work schedule as needed.

**ACCOUNTABILITY:** Reports to Community Minister/President  
**POSITION LEVEL:** N-8  
**FLSA:** Non-Exempt  
**DATE CREATED:** June 2020

**SIGNATURES:**

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

President or: \_\_\_\_\_ Date: \_\_\_\_\_  
Congregational Leadership