



Position Description

Title: _____ **Department:** _____

Supervisor(s): _____

Employment Status: Full time Part time **Classification:** Exempt Non-Exempt

Employment Type: Employee Contractor **Company Industry:** Non-profit

Position Summary

Essential Job Criteria

Education: AA Degree or minimum High School diploma with experience in business training.

Experience: 2+ years in coordinating support roles with a solid background in the performance of program functions or equivalent formal training in administrative roles.

Skills and abilities: Excellent communication, organizational and time management skills, oral, written and interpersonal skills, computer proficiency; knowledge of Microsoft Programs, Constant Contact. WordPress a plus; ability to work independently and as a team member. High attention to detail; ability to handle and prioritize multiple tasks, work under pressure; meet deadlines. Previous experience in a non-profit and/or faith-based organization a plus. Bilingual, Spanish preferred. Must maintain confidential materials; HIPPA training a plus.

Essential Job Functions

Reporting to the Director of Mission, the administrative assistant principal duties include the following:

- Administrative follow up on missionary contracts, renewals, (digital) filing of evaluations and coordinate the calendar of Director of Mission, including setting up Zoom meetings.
- Registration support and management for all MSD events such as webinars, retreats, Orientation, Friend Across Borders Program, Mission Integration and Always A Missioner Programs (Including annual Jubilee Gathering)

- Logistics and technical support for Maryknoll Lay Missioner events, assist with minutes of MAC or other meetings facilitated by the DM.
- Process payments and invoices
- Assist with logistics of retreats, participate as small group leader as needed; Bilingual
- Assist with marketing materials as needed; designing and updating promotional printed and online materials using MS Office and Canva design platform
- Develop and update English and Spanish web-pages
- Constant Contact Newsletter design, contact import/export and update
- Translate and interpret English/Spanish content in MSD department as needed
- Participate in other work as appropriate and requested by the Director of Mission.

Significant Physical Requirements

- Travel between buildings in all weather conditions.
- Travel between floors of buildings using stairs/elevators.
- Lift and carry materials, books, forms, supplies and equipment to and from offices, shops, conference rooms and storage areas.
- Manual dexterity and visual acuity for use of IT equipment and systems.

This description reflects MKLM's assignment of essential functions. It does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.