

## POSITION DESCRIPTION

<b>Position Title:</b>	Administrative Assistant	<b>FLSA Status:</b>	Non-Exempt
<b>Division:</b>	St. Joseph Center	<b>Salary Grade:</b>	9
<b>Department:</b>	Operations	<b>Salary Range:</b>	\$27.03 to \$35.84 per hour (based on a combination of education, experience, and demonstrated skills)
<b>Reports to:</b>	Director of Operations	<b>Last Update:</b>	5/7/24

**Position Summary:** Under the supervision of the Director of Operations, you will be responsible for abiding by essential functions, in addition, position will include oversight of Special Events and Hospitality departments. You will also provide clerical and general office support for Dietary, EVS and Maintenance department managers and supervisors, maintaining associated records and files. Must exercise judgment, discretion, and diplomacy in the performance of duties and always be conscious of the confidentiality of work.

**Essential Functions:** This position is not limited to the essential functions listed below. Other projects and duties may be assigned.

- Supports the values and mission of the Sisters of St. Joseph of Orange and practices the same when interacting with the sisters, employees, and publics served at St. Joseph Center
- Knows and complies with all relevant organizational policies and procedures
- Conducts self in a courteous, professional, and diplomatic manner with all personalities
- Provide assistance to EVS, Dietary, Maintenance departments to include document development, copying, scanning, and collating materials as needed
- Contacts vendors as needed for equipment maintenance and repairs
- Types correspondence/reports and special projects in a professional and timely manner
- Actively participates in the St. Joseph Center Safety Program and follows all safety protocols.
- Operate office equipment to include computer, fax machines, copiers, and phone systems arranging for repairs when equipment malfunctions
- Maintain office supplies and order items when needed

**SPECIAL EVENTS:** This role requires excellent organizational skills, attention to detail, and the ability to multitask effectively. You will work closely with internal teams and external clients to ensure the seamless execution of events.

- Responsible for scheduling public use of Special Events facilities at St. Joseph Center with an appropriate number of activities and fit of groups in balance with the needs of sisters, Villa St. Joseph residents, and other campus ministries.
- Responsible for completing and distributing reservation forms, contracts and other documents related to public use of facilities to clients

- Responsible for interacting with group coordinator, EVS, Dietary, Maintenance and other departments
- Responsible for ensuring proper setup (with final inspection prior to event), food coordination, signage, and audiovisual
- Responsible for cleanup after public use of space to include storage/care of rented items
- Responsible for inventory of AV equipment and linens
- Responsible for communication with linen rental company on pickup and return of items
- Responsible for the preparation and distribution of weekly Special Events calendar
- Responsible for greeting each group to ensure all their needs are being met and to extend our hospitality, and communicate emergency and housekeeping needs
- Arranges for access to external parking resources as needed and communicates information to clients
- Responsible for invoicing groups, tracking accounts receivable and forwards receipts to Finance department
- Responsible for reporting problems with groups, rooms, or equipment to the Director of Operations
- Attends weekly Operations meetings and provides reports on Special Events issues.
- Responsible for maintaining Special Events manual

**HOSPITALITY:** This role requires excellent organizational skills, attention to detail, and the ability to multitask effectively. You will work closely with sisters and EVS staff to ensure a quality stay for their visitor(s).

- You will coordinate with sisters to schedule lodging at Motherhouse and Guest House for their guest(s) ensuring a pleasant stay while they are using our hospitality services
- Responsible for maintaining up-to-date reservation information
- Responsible for completing and distributing to sister sponsor documents and keys related to use of these facilities
- Responsible for coordinating with EVS, Dietary, Maintenance and sisters as needed to ensure readiness of space before and after guest use
- Responsible for final inspection of room setup prior to each guest visit
- Responsible for maintaining guest-needed items at the two hospitality locations
- Maintains department records

**Position Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Minimum Education Requirements:** Minimum High School Diploma or GED One year certificate from college or technical school; or 5 years related experience and/or training; equivalent combination of education and experience. Certification in event planning or project management is a plus.
- **Experience & Skills Requirements:**
  - Thorough knowledge of clerical functions, procedures, and practices

- Excellent oral and written communication skills with ability to read and interpret documents
- Good organizational skills, being able to work independently and accomplish several projects and activities at the same time accurately and under pressure
- Ability to exercise discretion and tact in all interpersonal contact and always maintain confidentiality.
- Proficiency with Windows, Microsoft Word, Outlook, Excel, Access, and Power Point, and scheduling software
- Ability to use a hand-held radio system to communicate with staff on immediate issues
- Strong sense of hospitality exhibited by a warm, caring, patient, and service-oriented demeanor
- Ability to develop and maintain positive working relationships with others
- High level of planning and organizational skills with strong attention to detail
- Integrity in dealing with large sums of money
- Ability to speak to large groups
- Commitment to understanding the priorities and ministries of the congregation
- Proven experience in event planning and coordination, preferably in a corporate or nonprofit environment.
- Flexibility to work evenings and weekends as required by event schedules.
- Bilingual-Spanish preferred

- **Mental Requirements:**

- Ability to work in an atmosphere with frequent interruption changes in workload priorities.
- Demonstrate an attitude of cooperation and professionalism when working with others.
- Ability to handle stressful and unpredictable circumstances, diplomatically, patiently, and courteously.

**Physical Demands and Working Conditions**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions while performing the essential functions of this job

- Ability to walk around the facility many times daily checking on events.
- Able to sit at a desk for extended periods of time.

**Work Schedule:** Full Time, 40-hours per week schedule to include some evenings and weekends.

**Essential Values-Based, Leadership and Management Competencies:** Demonstrates

competencies in line with the four core values that are the foundation of all activities performed by employees to achieve the Mission of the Sisters of St. Joseph.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read and understand this position description.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_