



## Job Description

**Job Title:** Oregon Regional Office – Administrative Assistant  
**Reports To:** Oregon Regional Sister Services Coordinator

**SUMMARY:** The Administrative Assistant is responsible for providing general administrative and project support to the Sister Services Coordinator and other departments of the Oregon Regional Office. The SNJM values of hospitality, respect, and teamwork are central to this position and to the work of the Oregon Regional Office.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide general office administrative support.
2. Responsible for collection and distribution of mail.
3. Manage all print projects. Oversee shipping of all Sister artwork sold online.
4. Assist with events by providing oversight of set-up and breakdown.
5. Maintain event attendance records.
6. Order and purchase supplies for offices and sisters.
7. Assist with hospitality at the Historic Laundry Building.
8. Provide oversight of printers/copier.
9. Provide technology support for sisters and office.
10. Assist sisters with travel arrangements.
11. Schedule workflow for intern.
12. Other duties as assigned.
13. Meets regularly with the Sisters Services Coordinator for project direction and to report progress as necessary.

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

**EDUCATION:** Associate degree or above

**EXPERIENCE:** 3- 5 years general office work experience; demonstrated event and office project coordination experience. Work experience with seniors preferred.

### Skills, Knowledge and Abilities:

1. Knowledge of Word, Excel and Desktop publishing; Photoshop and InDesign preferred.
2. Experience working with databases.
3. Working knowledge of computer hardware, Mac OS and Windows operating systems
4. Strong organizational skills.
5. Flexibility and adaptability to different situations and varied tasks.

6. Enjoys working with people; able to welcome new people and assist them as needed.
7. Ability to efficiently manage varied projects that are of a time-sensitive nature.
8. Enjoys working on a team, but able to work independently on a given task.
9. Must be supportive of the mission of the Sisters of the Holy Names.
10. Must model SNJM Guiding Values in carrying out work activities and responsibilities.
11. Must be able to respect and maintain confidentiality of sensitive information.
12. Acts as a representative of the Sisters of the Holy Names to the larger community and must be knowledgeable on the charism, ministry and mission of the SNJM and their ministries, including Mary's Woods.
13. Willing to work occasional weekends and evenings to engage in fundraising activities that take place during these times.

**PHYSICAL DEMANDS AND/OR WORK ENVIRONMENT:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Include work environment as appropriate to the job's performance (e.g., working in temperature extremes, using hazardous equipment, lifting requirements, etc.).*

1. Must be mobile and able to visit constituents in their homes as necessary.
2. Willing to engage in activities that require a fair amount of daily walking.

The above description generally reflects the primary functions of the position. The above statements shall not be construed as a detailed description of all the work requirements that may be required for the position.

SNJM is committed to continually building a workplace that exemplifies its values and vision of being hospitable to everyone. The Sisters of the Holy Names of Jesus and Mary (SNJM) is an Equal Opportunity Employer.

We offer a competitive salary and benefits package including medical/dental, group life and disability coverage, a 401K plan, and paid time off.

To learn more about the mission and vision of the Sisters of the Holy Names visit: [www.snjmusontario.org](http://www.snjmusontario.org)

To apply, submit your resume along with a cover letter to [jobs@snjmuson.org](mailto:jobs@snjmuson.org)