

**SCHOOL SISTERS OF NOTRE DAME  
CENTRAL PACIFIC PROVINCE  
Job Title: Administrative Assistant/Executive Assistant**

**POSTED DATE:** 7/12/2021

**LOCATION:** Elm Grove, Wisconsin

**DEPARTMENT:** Administration

**GENERAL SUMMARY:**

The Administrative Assistant/Executive Assistant provides administrative and secretarial assistance to the Provincial Council and other Provincial Departments in support of their responsibilities for the internal and external operations of the Central Pacific Province.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform duties in a manner that is consistent with the mission, values, and policies of the School Sisters of Notre Dame.
- Keep necrology records updated.
- Prepare statistical part of the annual report for Rome and coordinate other parts of the report, including the Province chronicles.
- Update Province information in the Official Catholic Directory annually.
- Process visa applications for Sisters.
- Perform other duties as requested to facilitate the smooth functioning of the Provincial offices.
- Be able to participate in and take minutes for meetings via BlueJeans videoconferencing.
- Perform other tasks as assigned by the Provincial Leader or Provincial Council Liaison.
- Provide secretarial services including typing letters, reports, minutes; sending faxes; taking filing, etc. for the Provincial Leader.
- Take minutes for the SSND Corporation Meetings and Mt. Mary University Annual Corporate Board Meetings.
- Schedule and arrange space for meetings, conferences and other functions for which the Provincial Leader is responsible.
- Compose letters and memos for Provincial Leader.
- Send cards and/or flowers in the name of the Provincial Leader for special occasions.
- Research background information as needed by the Provincial Leader.
- Process renunciation of patrimony requests.
- Process exclaustation/dispensation documentation.
- Do necessary correspondence for visa renewal for American Sisters in Japan.
- Assist with preparation of General Chapter materials – every five years.
- Assist with elections – governance and province periodically.

- Prepare Announcements on Constant Contact from the Provincial Leader and Provincial Councilors, Province Committees, Feast day and holiday greetings and General Council Circulars.
- Serve as secretary for Provincial Council Meetings (St. Louis and Mankato), SSNDCP Retirement Corporation, Finance Advisory Committee Meetings
- Keep Council financial accounts and prepare quarterly report of the budget.
- Order and prepare Christmas cards for mailing to various entities and groups.
- Pick up daily mail and distribute to Council.

## **QUALIFICATIONS**

- Bachelor's Degree preferably
- Ability to relate to a wide variety of people in a hospitable manner
- Flexibility
- Organizational skills
- Good written and oral communication skills
- Ability to maintain confidentiality
- Ability to learn new technology as needed.
- Ability to multi-task
- Understanding of religious life and School Sisters of Notre Dame

## **EDUCATION AND EXPERIENCE**

- Bachelor's Degree preferred
- Business background or 3-5 years' experience performing administrative assistant duties at a middle management or higher level in a position requiring the following skills: knowledge of computer, word processing, spread sheets, Outlook, Constant Contact, Desktop Publishing Software, taking of minutes for various meetings, etc.

**JOB TYPE:** Full-time (40 hpw) Exempt

**BENEFITS:** Medical, Dental & Vision Insurance, Life Insurance, Short & Long-term Disability, 403B Retirement benefits, Paid-time-off, and Holiday benefits are included with this position.

**For more information or a complete job description contact:**  
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**Please apply directly to our website or send/email cover letter, resume and salary requirements to: Lindsey Van Beck at [lvanbeck@ssndcp.org](mailto:lvanbeck@ssndcp.org).**