SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Executive Assistant to the Provincial Council

Date: 6/23/2025

Location: Saint Louis, MO

Department: Administration

General Summary:
The Executive Assistant provides administrative and secretarial assistance to the Provincial Leader and Provincial Council in support of their responsibilities for the internal and external operations of the Central Pacific Province.

Essential Duties and Responsibilities:
General

- Perform duties in a manner that is consistent with the mission, values, and policies of the School Sisters of Notre Dame.
- Perform duties as requested to facilitate the smooth functioning of the Provincial offices.
- Decorate office area for seasonal displays.
- Schedule and arrange space for meetings, conferences and other functions for which the Provincial Leader or Provincial Council is responsible.
- Be able to participate in and take minutes for meetings.
- Must collaborate with the team of Administrative Assistants in the Central Pacific Province.
- Assist with the transition of relocating the provincial offices to a new location and take over as office manager.
- 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. Do necessary correspondence for visa renewal for American Sisters in Japan.
- Perform other tasks as assigned by the Provincial Leader or Provincial Council.

Provincial Leader

- Provide secretarial services including typing letters, reports, minutes, etc. for the 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 exclaustration/dispensation documentation.
- Assist with preparation of General Chapter materials – every five years.
- Assist with elections – governance and province periodically.

Provincial Council

- 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, SSNDCP Retirement Corporation, Finance Advisory Committee Meetings, etc., when needed.
- Order and prepare Christmas cards for mailing to various entities and groups.

Qualifications:

- 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

Knowledge, Skills and Abilities

- 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 needed skills including: knowledge of computer, word processing, spread sheets, Outlook, Constant Contact, Desktop Publishing software, Microsoft Teams and any other technological means used

Job Type: Full-time, Non-exempt

Benefit Eligible: Medical, Dental & Vision Insurance, Short-term & Long-term Disability Benefits, Life Insurance Benefits, 403(b) Retirement Benefits, Generous Paid-time-off Benefits and Holiday Pay

If you are interested in this position please complete an application.

If you have any questions contact:
Sheena Kuehnle, HR Coordinator
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