

MERCY EDUCATION SYSTEM OF THE AMERICAS

EXECUTIVE ASSISTANT

Position Description

TITLE: Executive Assistant

FLSA: Exempt/Full Time

REPORTS TO: Executive Director of Mercy Education System

POSITION DESCRIPTION: The executive assistant is responsible for assisting the Executive Director in the management and organization for the Mercy Education System of the Americas (MESA). The responsibilities of the Assistant encompasses administrative support skills and coordination of meetings and events. All responsibilities and duties are to be conducted in accordance with the mission, vision and philosophy of the Sisters of Mercy of the Americas.

PRIMARY DUTIES:

1. With the Executive Director maintains accurate records.
2. Provides the Executive Director with timely, focused, accurate and concise reports; anticipates the Executive Director's information needs.
3. Effectively communicates the mission, vision and philosophy of the Sisters of Mercy and MESA within the scope of work for this position.
4. Proficiency in Microsoft Word, Excel, PowerPoint and database software, comfort with internet and technology.
5. Coordinates logistics for meetings and events.
6. Establishes, develops, maintains and updates hardcopy and electronic filing systems.
7. Schedules and maintains calendar of appointments and meetings.
8. Compiles and prepares statistical and narrative reports; prepares graphs, tables and presentation.
9. Works with the Institute Finance Office in processing all payables and receivables.
10. Takes and prepares minutes for all Board and Board Committee meetings and others as requested. Some meetings are held in the evening.
11. Prepares documents and distributes copies as requested.
12. Assists the Associate Director for Mercy Mission Integration and Associate Director for Programs and Services.

13. Other duties required. Deals with day to day duties of running the office.

QUALIFICATIONS REQUIRED (minimum need to begin in the job):

1. Associate's degree and 3-5 years of administrative experience or equivalent combination of related education and experience.
2. Prior experience in a healthcare, education or religious organization.
3. Ability to cultivate effective working relationships with a broad range of external contacts.
4. Solid computer skills with knowledge of Microsoft Office including Word, Excel, and PowerPoint, and Adobe Acrobat.
5. Knowledge of office administrative procedures.
6. Attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
7. Understanding and appreciation of the traditions and culture associated with the Sisters of Mercy.
8. Familiarity with the Catholic Church structures and teachings.
9. Ability to communicate in Spanish is a plus but is not a requirement.

Other:

- The Mercy Education System office is located in Silver Spring, MD.
- Regular office hours, 9:00 AM-5:00 PM, with flexibility to meet needs of the ministries, this could include night time meetings
- Some travel required, occasionally on weekends

AMERICANS WITH DISABILITY SPECIFICATIONS

Physical Demands

While performing the duties of this job, the employee is occasionally required to stand; walk, sit; hear; use hands to handle objects. The employee may be required to occasionally bend, stoop, twist and/or lift and carry up to 20 lbs.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, video conferencing equipment, and video cameras. Some overnight travel is required. The employee may be required to occasionally push or pull luggage and equipment up to 50 pounds, primarily associated with occasional business travel.

THE PRECEDING IS INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY INDIVIDUALS ASSIGNED TO THIS JOB. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF THE RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF INDIVIDUALS SO CLASSIFIED.

Applicants are to send a cover letter which includes a minimum salary requirement, resume, and 3-5 references by November 15, 2019 to:

Lisa Griffith, RSM
8380 Colesville Rd., Ste. 560
Silver Spring, MD 20910

Or email to lgriffith@sistersofmercy.org