



<b>JOB TITLE:</b>	Administrative Assistant
<b>EFFECTIVE DATE:</b>	April 10, 2023
<b>FLSA CLASSIFICATION:</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt / <input type="checkbox"/> FT <input checked="" type="checkbox"/> PT / <input type="checkbox"/> Salary <input checked="" type="checkbox"/> Hourly
<b>REPORTS TO:</b>	Executive Director
<b>DEPARTMENT:</b>	Administration

**SUMMARY:**

The ACTS Apostolate encompasses ACTS Missions (ACTSM), ACTS Missions Chapters, and ACTS Cores. The apostolate partners with Catholic parishes in building vibrant, active communities through ACTS Retreats and ongoing parish support. The bilingual Administrative Assistant supports the efforts of the ACTSM Staff in San Antonio, TX by facilitating communication within the office, especially from external sources (phone calls and visitors). The Administrative Assistant is a servant leader dedicated to the mission of the apostolate.

**Responsibilities:**

*Assistant to the Executive Director (40%)*

- Oversee the ED’s daily schedule, monthly activities and conference calls
- Prioritize and prepare for upcoming meetings including preparing reports, taking minutes, and finalizing meeting details
- Prepare reports and related documents for monthly Board Meetings
- Organize travel arrangements for trips or events; manage travel expense process

*Bookkeeping Support (30%)*

- Provide entry-level tasks for Accounts Receivable and Payable according to ACTSM Accounting Workflow

*Office Management (20%)*

- Provide office reception duties, both in person and on the phone, including but not limited to:
  - receiving visitors and assisting or directing to appropriate staff
  - initiating, screening, and receiving phone calls; take, retrieve, and relay messages as needed
  - receiving, sorting, and distributing incoming correspondence
- Perform general office duties, such as maintaining office supplies and postage processing
- Establish and maintain partnerships with vendors who support office management
- Provide basic technical support to staff as needed; maintain administrative management of hardware and software for organization

*Department Assistance (10%)*

- Support department projects as needed by providing administrative-level tasks.
- All other duties the Supervisor may deem a necessary job responsibility, e.g. short-term special projects



### **Required Minimum Qualifications:**

- Must possess excellent organizational skills; strong attention to detail; ability and flexibility to handle new tasks and shifting deadlines; and effective multi-tasking abilities
- Must have excellent editing, proofreading, grammar, spelling, and outstanding communication skills, orally and in writing
- Ability to handle high-volume workload is essential
- Fluent in English (reading, writing, speaking), Fluent in Spanish (speaking)
- Excellent communication and interpersonal skills
- Expert facility with technology including, but not limited to desktop/laptop familiarity, Office 365, virtual communication (phone, online video conferencing, email)

### **Preferred Qualifications and Characteristics:**

- Experience as an ACTS Retreatant and Team Member; additional experience serving as an ACTS Director, parish ACTS Core member, and/or a member of an ACTSM Chapter preferred; or willingness to attend an ACTS Retreat
- Knowledge of Catholic teachings and hierarchy

### **Working Conditions:**

- General Office work environment
- Ability to work evenings and/or weekends
- Valid Texas Class C driver's license and insurable
- Ability to lift, push and pull 30 lbs. alone and 50 lbs. with help

### **Additional Information:**

- Office hours are 8:30 AM – 5:30 PM, Monday-Friday; additionally, there may be occasion to travel and/or participate in evening and weekend activities as needed
  - Flexible 4-hour increments Monday-Friday during office hours
- Position is office-based
- Position is contingent upon Background Check and required job requirements

### **INTERESTED APPLICANTS:**

- Please submit an introduction letter and resume to [employment@actsmissions.org](mailto:employment@actsmissions.org)
- Position open until filled

The above information is intended to describe the general nature and level of work being performed by employees within this classification. It is not intended to be construed as a comprehensive list of all duties, responsibilities and qualifications of employees so classified.