About Glenmary Home Missioners

Glenmary Home Missioners (Glenmary) founded in 1939, is a society of priests and brothers who, alongside lay coworkers, serve the spiritual and material needs of people in rural parts of the United States. It is a society of apostolic life with a unique purpose: to make a difference in the lives of families in rural parts of Appalachia and the Deep South through social outreach, establishment of Catholic churches, and a connection with God. Over the past 80 years, Glenmary has successfully nurtured and/or established more than 120 mission communities.

EXECUTIVE ADMINISTRATIVE ASSISTANT

PURPOSE: Provides high-level administrative, secretarial and/or clerical assistance to the President and Council.

POSITION SUMMARY
The Executive Administrative Assistant to the Council (President, 1st, and 2nd Vice President) of Glenmary Home Missioners must be proactive and focused on advancing the ministry of Glenmary. This person assists the Council by providing organizational, secretarial, and administrative support in their multi-faceted responsibilities, as well as managing details that contribute to the effectiveness and efficiency of their ministries in accordance with Glenmarian policies and guidelines.

GENERAL DUTIES AND RESPONSIBILITIES

Office Management:
- Maintains day-to-day office administrative functions for the Council.
- Maintains the calendars for the Council, schedules appointments and send calendar invitations, makes travel arrangements as required, assists with expense reports. Maintains “Master Calendar” for all out-of-country, or sabbatical travel for all Glenmarians
- Creates and collects information for meetings and produces documents, reports, presentations, and meeting minutes for the Council. Prepares and circulates a summary of monthly Council meetings to Glenmarians and coworkers
- Prepares correspondence and communicates with individuals, Glenmary priests/brothers/students, Missions, headquarter staff, Diocesan personnel, and other external organizations
- May assist in the creation of the draft of budgets; review monthly expenses, communicate any budgetary concerns to members of the Council, prepare and reconcile credit card accounts
- Attends all Executive Council, Joint Meeting, Glenmary Assembly, General Chapter and various other meetings for the purpose of recording the minutes.
- Serve as resource to Treasurer/Chief Administrator and to those in the Formation Department
- Requests information from Glenmary community for distribution to the community. Prepares and circulates President’s weekly e-newsletter, The Society News.
- Facilitates the process of Accreditation for Safeguarding
- Maintains and posts Council Highlights, Council Bulletin, Bits & Pieces, Council Calendar, and other documents to the Members’ Website.
Maintains departmental data, records, and files.
- Maintains working relationship(s) with other Glenmary departments/work areas.
- Anticipates assignment changes of Glenmary members and prepares necessary Faculty letters and other correspondences with Diocese where Glenmary serves.
- Researches and recommends processes, technologies, and tools for efficient functioning of the Council. Assists other administrative/clerical/secretarial positions in the fulfillment of their position responsibilities on an as needed basis.

**GENERAL**

- Respond appropriately to external inquiries
- Prepare and edit documents and presentations, collecting and reporting information
- Creates and maintains archives of correspondence, including priest/brothers/student files and other records that may contain confidential information
- Attend staff and other meetings related to responsibilities
- Confidentiality and tact are imperative
- Regular attention to continuing education in areas of responsibility
- Maturity and good judgment as representative of the Glenmary President and Council
- Superb professionalism: highly organized self-starter with ability to work effectively and proactively with coaching/mentoring; able to prioritize with attention to details and deadlines; ability to interact professionally with clergy and laity of Glenmary Home Missioners, the greater Catholic community, and the public; pleasant demeanor and excellent judgment with sense of discretion, confidentiality, and diplomacy
- Knowledge of Catholic ecclesial culture, history, and theology, as well as Catholic institutional structures

**SKILLS AND QUALIFICATIONS:**

- Bachelor's degree preferred or 5+ years of related experience required in working in an executive assistant role supporting C-Level executives.
- Advanced proficiency in Microsoft Office (Outlook, Word, Excel, Publisher, and PowerPoint)
- Ability to communicate effectively and professionally.
- Flexible hours as dictated by the needs of business for projects and meetings.

**PREFERRED ATTRIBUTES:**

- Business sense - has a strong business sense and can decipher priorities and make sound judgment calls when needed.
- Commitment to excellence - perform duties at the highest level possible on a consistent basis.
- Excellent communicator - able to interact with people of all levels in a confident, professional manner.
- Demonstrate ability and temperament to work with sensitive information.
- Team player - have team-oriented experience and approach.
- Service focus - dedicated to meeting the expectations of the Council and other senior executives by maintaining effective relationships with interested parties.
- Ability to think outside of the box with a sense of urgency.

**Job Title:** Executive Administrative Assistant  
**Department:** Executive Office
Reports To: President          Date: September 2022

Location: Fairfield, OH

Classification: Full Time, Non-Exempt (37.5 hrs/week)

Qualified candidates should submit their cover letter and resume by 10/21/2022 to: Charlotte Carpenter at ccarpenter@glenmary.org.

All candidates’ interest and submission will be held in confidence.

Thank you for your interest in Glenmary Home Missioners.