



ADMINISTRATIVE ASSISTANT

2024-2025 JOB DESCRIPTION

Job Title: Administrative Assistant

Department: Ohio Region

Reports To: Ohio Regional Administrator

Status: MPD, salaried, FLSA exempt, part-time (20 hours/week)

The Opportunity

The Administrative Assistant will be responsible for executing a variety of administrative tasks designed to support the local Regional Administrator in advancing the mission of SPO. Essential functions are detailed below. It is also expected that the incumbent will be faithful to the SPO Core Values.

Responsibilities

1. Drive administrative support for Ohio State University and University of Cincinnati Chapters including household and recruiting tracking, and semesterly household paperwork
2. Support the administration of various retreats throughout the year for the Ohio State University and University of Cincinnati, and the Ohio Region
3. Assist the Regional Administrator in addressing repair and maintenance needs for owned properties, including working with contractors and property assets tracking, especially if local
4. Work with the Regional Administrator and Chapter Leaders to implement new communication, logistic, and internal tracking processes
5. Assisting in the aggregation of compelling stories and photos from the mission to share in newsletters and in partner updates
6. Creating and formatting donor relation materials, including but not limited to: invitations to and save the dates for small donor events, newsletters, Christmas cards; and reporting on the mission through regional updates to key donors and partners.
7. Invite others to partner financially with the mission of SPO through Mission Partner Development
8. Cultivate Mission Partners throughout the year through regular communication

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability



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

- Strong written and verbal communication
- Strong organizational skills with attention to detail
- Dependable, flexible, and proactive
- Self-starter, able to take initiative and problem solve
- Proficient in Microsoft Office
- Ability to read, write, and speak English fluently is essential
- Committed to the work of evangelization, discipleship, and living in accordance with the mission and teaching of the Catholic Church

Education/Experience:

Bachelor's degree or equivalent experience.

Other Knowledge, Skills, and Other Abilities:

- Education or training in business or administration
- Previous experience providing administrative support
- Previous experience working with external vendors and contracts
- Prior experience with SPO is preferred

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, hear, and talk. The employee is regularly required to sit and use hands.

The employee may occasionally be required to play sports including Ultimate Frisbee, football, etc. The employee is occasionally required to go camping, including hiking, sleeping on the ground in a tent, preparing food in camp, etc.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment for this position will operate in a variety of settings including working in an office at a computer and on the phone, attending office meetings, driving a vehicle, attending events, attending retreats, staying overnight on work trips, etc.