

Position Description

Created: October 26, 2022

Organization Summary

The mission of NET Ministries is to challenge young Catholics, through relational ministry, to follow Christ and embrace a life of community in the Church. Working alongside youth ministers, parishes, and schools, we help young people encounter the person of Christ through evangelization and discipleship. Our ministry is carried out by retreat teams, discipleship teams, and YDisciple.

Current Position Information

Job Title: Eastern Regional Administrative Assistant	Department: Strategic Engagement
Reports to: Eastern Regional Director	FLSA Status: Non-Exempt (hourly)
Position Type: Full-time, 35+ hrs/week	Location: Cincinnati, OH

Summary of Position

Assist the Eastern Regional Office Director and staff with administrative needs. Organize and maintain office supplies. Assist with travel logistics of regional office staff and NET Center staff or visitors to the Regional Office. Work with the database to create reports for meetings, create lists of alumni and input notes from meetings with board members or donors. Update contact information for diocesan RCP Lists throughout the region and run database reports for host home information in the region.

Essential Functions

1. Administrative Support to Regional Office Staff
 - Manage correspondence and provide clerical support as assigned
 - Work with the Eastern Regional Director to prepare for events, meetings, and pull reports from Raiser's Edge Database as needed
 - Annually Update contact information for the 31 (Arch)Dioceses in the Eastern Region for the Scheduling Administrator
 - Update Budget with monthly credit card reports and other expenses incurred by regional office staff members
 - Assist with Event preparation - making name tags, gifts for attendees, coordinate registration and RSVPs
 - Prepare supplies to go with staff members to conferences or events
 - Manage and stock office supplies, including updating team pictures, posters, and ordering gifts as directed.
2. Work with the Database
 - Input notes of actions for Regional Director with Advisory Board Members and Donors
 - Pull reports of retreats done by diocese in preparation for meetings with diocesan leaders
 - Run reports of regional host homes and flag potential major donors from the report
 - Assist in finding alumni in the region for alumni engagement
 - Assist in finding host homes for regional teams when parishes/schools are not able to do so
 - Be familiar with the database and functionality that will help other staff to navigate it more efficiently

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| <p>3. Coordinate Logistics for Regional Office and visitors to the Eastern Regional Office</p> <ul style="list-style-type: none"> • Book flights, rental cars, and other arrangements for regional office staff travel • Create and manage the Regional Office Calendar for Staff Prayer, Staff Meetings, and Visitors • Work with staff visiting the region to coordinate airport transportation and building access/parking needs & communicate with building security and parking • Request Building Access cards for staff from Minnesota that are working out of the regional office • Coordinate logistics of NET Team visits to the office |
| <p>4. Misc.</p> <ul style="list-style-type: none"> • Participate in NET Team training and/or Mission Staff training events as assigned • Participate in the annual events at the NET Center Headquarters as assigned (i.e., Annual staff retreat, annual Summit, etc.) |
| <p>5. Other</p> <ul style="list-style-type: none"> • Attend staff meetings and staff events as directed • Knowledgeable of all pertinent Employee Handbooks and staff manuals appropriate to the position • Other duties as assigned by Supervisor, or Department Director |

Qualifications

Minimum: High School Graduate. Strong verbal communication skills. Organized with a high level of attention to detail. Ability to handle a variety of tasks and priorities simultaneously. Skilled/comfortable working with financial data. Excels in a team environment. Proficient in Microsoft Office software. Passionately committed to the mission of NET Ministries.

Preferred: Experience as an administrative assistant and familiar with NET Ministries. Knowledgeable with Raiser's Edge Database.

Physical Requirements

Must be able to work the required hours per week.
 Able to sit or stand for long periods of time.
 Able to work long hours when the position demands.
 Able to participate in occasional evening and weekend meetings or events as assigned.
 Able to lift up to 25 lbs (office materials, etc.) using proper techniques.
 Able to operate a phone and a keyboard in a safe and proficient manner.
 Must be able to travel via airplane and/or automobile.

Organization Chart Information

Supervisor/Manager: Eastern Regional Director
Besides Supervisor, also receives work direction from: Eastern Region Office Staff
Direct Reports: None
Besides Direct Reports, also gives work direction to: N/A
Peers:

Supervisory Information

Checked items indicate responsibilities of this position in supervising other employees.

<ul style="list-style-type: none"> <input type="checkbox"/> Assign work, give direction, answer questions <input type="checkbox"/> Conduct performance evaluations/reviews <input type="checkbox"/> Hire/promote/Terminate employees <input type="checkbox"/> Hire/promote/Terminate mission staff volunteers. <input type="checkbox"/> Formally discipline employees <input type="checkbox"/> Determine pay level/authorize pay increases 	<ul style="list-style-type: none"> <input type="checkbox"/> Set work schedules/assignments <input type="checkbox"/> Review and approve employees' work <input type="checkbox"/> Instruct and train employees <input type="checkbox"/> Develop/manage department/program budget <input type="checkbox"/> Manage contractor/vendor assignments/contracts <input type="checkbox"/> Manage volunteers
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Additional Information

<p>Will have access to many personal data sources and resources, consequently, must be able to maintain confidentiality.</p> <p>The responsibilities of position require the work to be accomplished primarily on-site at the Cincinnati Region NET Office.</p>
