



Position Description

Administrative Assistant
Dominican Sisters Conference (DSC)

The DSC Administrative Assistant works with the Executive Director to work on the Strategic Plan and support the work of the office, including communications, work with technology and other projects. Some travel may be needed occasionally.

Responsibilities:

Content:

1. to work with the Executive Director on projects as needed.
2. to work with the Executive Director and Consultant on developing a Strategic Plan for the DSC
3. to attend the annual gatherings of the DSC (leadership meetings, convocations, area meetings).
4. to complete assigned tasks related to communications for the Executive Director.
including preparing annual reports, committee publications and other work as needed.

Technological:

1. to upload materials to the DSC website in a timely manner, and update directories as needed
2. to manage the DSC list serves
3. to see that the hosting service, domain name, software application, file management and listserv for the leaders and members are maintained.

Accountability:

1. accountable to the Executive Director of the DSC.
2. to attend staff meetings and participate in staff web conferences as requested.
3. to submit a monthly time sheet to the Executive Director.

Hours/Location:

- 20-30 hours – negotiable/flexible
- Office in River Forest, IL – near Chicago

Qualifications:

Education and training related to communications and journalism

Experience in the field of electronic communications

Good organizational skills and the ability to work on many tasks at one time and to meet deadlines

Good communications skills – written and verbal

Ability to work collaboratively with others

Proficient in Word 2010, Excel 2010, Photoshop, desktop publishing

Understanding and appreciation of the Dominican charism and its gift to the church

March 24, 2015