**POSITION DESCRIPTION**

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| **POSITION TITLE:**  | Office Coordinator | **DATE:**  | **October 2022** |
| **DEPARTMENT:** | Mission / Ignatian Formation and Adult Spirituality | **APPROVED BY:** | Human Resources |
| **REPORTS TO:** | Ann Holmquist, Vice President for Mission | **CLASSIFICATION:** | Salaried Non-exempt |
| **WORK SCHEDULE** | This full-time, 12-month position is scheduled to work Monday-Friday, from 7:30 a.m. – 3:30 p.m. Mission Department events or activities may require occasional work during the evening or on the weekend. |

**POSITION PURPOSE and SUMMARY**

The Spiritual Exercises of St. Ignatius and Ignatian ways of proceeding in Jesuit education are the underpinnings of the Jesuit Catholic identity and Mission of Loyola High School. Through an array of offerings and opportunities, adults (Faculty, Staff, Members of the Board of Directors, Alumni, Current and Past Parents) in the Loyola High School community are invited to walk their own journey in the Spirit, reflect upon their experiences, and contemplate the impact of their influence in the lives of Loyola students, one another, and the world. The Vice President for Mission and the Director of the Office for Ignatian Formation and Adult Spirituality share an office and their work is interdependent, while at the same time having distinct responsibilities.

The Office Coordinator provides administrative support to the Vice President and the Director for the full functioning of the office and their respective responsibilities. Reporting to the Vice President for Mission the office coordinator will balance assisting both the Vice President and the Director for Ignatian Formation and Adult Spirituality in the ways they share the office space and the work.

**Essential Functions**

The Office Coordinator’s primary function is to provide general administrative support and assistance to the Vice President for Mission and the Director of the Office for Ignatian Formation and Adult Spirituality and others who may be working on behalf of the Office.

* Maintain an atmosphere of gracious hospitality and daily presence in the office
	+ Welcome and greet visitors both in person and via phone/e-mail/Zoom. etc.
* Maintain a high level of confidentiality and professionalism
* Maintain an orderly office space
* Maintain office supplies, equipment, records and files
* Manage logistical considerations for programs and events
	+ Enters all Mission/Ignatian Formation/Adult Spirituality events in School Dude
	+ Enters all Kitchen Requests
	+ Procures supplies for department events
	+ Manages printing and other production efforts necessary for the department and events
	+ Runs errands related to the work when necessary
* Assist the Vice President for Mission with scheduling, supporting, and facilitating various aspects of (but not limited to) the following activities:
	+ Coordinate appointment schedules by planning and scheduling meetings conferences, and teleconferences;
	+ Assist in the planning and implementation of events or programs;
	+ Create worship aids for the Masses that are prepared by the Office for Mission.
	+ Provide support for the Mission Advisory Council;
	+ Read, research, and route correspondences;
	+ Draft letters and documents as requested or when appropriate;
	+ Prepare reports and presentations as requested or when appropriate;
	+ Initiate telecommunications with necessary staff/external partners;
	+ Manage travel planning including making necessary arrangements;
	+ Manage project completion processes as requested and when appropriate;
	+ Provide support at meetings as warranted – arranging for hospitality, taking minutes, making notes, sending follow-up communiques, etc.
* Assist the Director for Ignatian Formation and Adult Spirituality with scheduling, supporting, and facilitating various aspects of (but not limited to) the following activities:
	+ Individual and group opportunities for spiritual direction
	+ 19th Annotation of the Spiritual Exercises
	+ Ignatian Conversations
	+ Ongoing gatherings of adult members of the LHS community for prayer, and community-building
		- Monthly “Take 10 Tuesdays”
		- Monthly Birthday celebrations
		- Ignatian afternoons
		- Occasional TGIFs
	+ Affinity group retreats/gatherings
	+ Days of reflection for faculty/ staff departments and affinity groups
	+ Parent Association activities
		- Advent Morning
		- Spring Day of Recollection for Women
		- Spring Day of Recollection for Men
	+ Advent and Lenten Evenings
	+ Ignatian Moments / Ignatian Mornings
	+ Annual Colleagues’ (Faculty/Staff ) Retreat
	+ New initiatives
* All other duties, as assigned by the Vice President and/or the Director.

**Customer Service & Communication**

* Provide superior customer service and support through accompaniment, research, and prompt response to inquiries made by students, parents, faculty or other school administrators.

**Education, Specific Knowledge, Skills, and Abilities and Dispositions:**

* Degree and 2+ years' professional work experience, ideally in an academic environment;
* Previous ministry work is preferred but not required;
* Highly organized and detail oriented professional with a strong sense of initiative, cultural awareness and sensitivity;
* Must be capable of “holding down the office” while the Vice President and/or Director are out of the office with calming and assured presence;
* Ability to be flexible and move fluidly between work projects and assignments;
* Ability to juggle multiple, competing priorities simultaneously;
* Critical attention to detail;
* Strong computer skills including MS Office Suite and G-Suite products, with a willingness, interest, and ability to learn new skills when necessary or requested;
* Professional level writing skills sufficient for effective written communication;
* Requires interaction with faculty, staff, members of the Board of Directors, students, parents, visitors, benefactors, the Provincial’s offices and the office of the Jesuit Schools Network – must be able to communicate helpfully with all;
* Openness to Ignatian Spirituality and the Catholic underpinnings of the Mission of Loyola High School at a minimum. Experience and practice of Ignatian Spirituality and the Catholic underpinnings of the Mission of Loyola High School preferred.

*This list of duties and responsibilities are considered essential functions and are not considered to be an exhaustive list of all duties to be performed. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently.*