

SISTERS OF ST. FRANCIS
Administrative Assistant for the Sylvania Franciscan Village

“Called like Francis of Assisi to live the Gospel in joyful servanthood among all people, the Sisters of St. Francis of Sylvania, Ohio, as messengers of peace, commit themselves to works that reverence human dignity, embrace the poor and marginalized, and respect the gift of all creation.”

Mission Statement of the Sisters of St. Francis, Sylvania

The Sisters of St. Francis, Sylvania, Ohio are Third Order Regular Franciscans, living in community as vowed religious according to the spirit and example of Francis of Assisi. As women of peace and seekers of justice, we are committed to serving God’s people through diverse ministries in 9 Dioceses in seven states.

The Sisters of St. Francis are inviting applicants for the position of Administrative Assistant for the Sylvania Franciscan Village. This position is responsible for coordinating activities in support of all meetings, events and activities. In addition to managing day-to-day administrative functions, this position will also effectively use multiple communication outlets to promote and expand awareness of the purpose of the Sylvania Franciscan Village (SFV) and increase engagement in SFV initiatives.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Promotes the values of the Sisters of St. Francis by demonstrating behaviors supportive of a commitment to reverence, service and stewardship, including respect and involvement, teamwork, open and effective communication, and efficient and effective resource use. Adheres to the Sisters of St. Francis policies, procedures and objectives. Exhibits professional attitude in attire, workspace and interpersonal communications.
2. Coordinates the logistics for all SFV meetings, events and activities.
3. Assists with the planning and staffing of SFV projects; takes & distributes minutes for all Village event-planning committees.
4. Implements the Department’s communications strategy, including the development and distribution of communication material and ensures follow-up on communication distribution.
5. Establishes, maintains and regularly updates social media outlets.
6. Supports the maintenance, management, and updating of the SFV website and manages the relationship with website host-company regarding enhancements and software updates.
7. Coordinates with Lourdes graphic designer to create and update flyers to increase the awareness of and participation in SFV events.
8. Increases external awareness and understanding of the SFV purpose and initiatives by drafting press releases for approval by the SFV Director and ensuring distribution to appropriate outlets.
9. Responsible for maintaining, regularly updating and annually purging the Village’s electronic communication database.
10. Ensures consistent delivery of Village messaging and branding across all channels of communication to support a broad understanding and awareness of the Sylvania Franciscan Village.
11. Maintains SFV filing system that documents past and future events, including event files detailing event processes and timelines; maintain graphics and photo files of events.
12. Fosters strong collaboration between communication departments within the SFV.
13. Responsible for providing electronic and/or hard copies of any print material, press releases, newsletters or other appropriate information related to the SFV that require documentation in the OSF Archives Office.
14. Prioritizes and completes multiple assignments, tasks and projects in a timely manner.

15. Provides general office organization and support such as copying, ordering supplies, typing, etc. for the Sylvania Franciscan Village.
16. Assist with other duties as assigned.

SKILLS AND ABILITIES REQUIRED:

1. Ability to manage time and tasks in an efficient and effective manner.
2. High attention to detail.
3. Ability to prioritize multiple projects.
4. Strong organizational skills
5. Good judgement and problem-solving ability
6. Computer literacy for a variety of communications/marketing materials preparation and distribution.
7. Ability provide strong follow-up and follow-through on assigned tasks.
8. Strong communication skills, especially written communication.

WORKING CONDITIONS:

Office environment with workspace; frequently walking to various locations on campus, occasionally will have medium physical exertion for setting up and tearing down various events.

TYPE OF POSITION:

This is a part-time position requiring 20 hours per week, working 5 hours per day Monday through Thursday with occasional weeknights and infrequent weekends.

MINIMUM LEVEL OF PREPARATION AND TRAINING:

1. Bachelor's Degree in Communications or a related field preferred.
2. Experience in administrative work in a fast-paced, complex environment.
3. Some experience in marketing or promotion helpful

Submit resume, cover letter, & three professional references in MS Word format to resume@sistersosf.org EOE