



MISSION ASSISTANT

JOB DESCRIPTION

Job Title: Mission Assistant
Department: National Office
Reports To: Vice President of Field Mission
Status: Regular, non-exempt, salaried MPD, full-time
Location: On site at the National Office preferred
Last Updated: 05/17/2024

The Opportunity

We are looking for an assistant that will work closely with the Vice President of Field Mission and others in mission leadership to provide administrative support. The person in this role will use their giftings in organization and communication to assist the Vice President of Field Mission with communication, calendar, travel management, and other areas. This position will also support SPO's Mission Development department.

Responsibilities

- 1. Assist Vice President of Field Mission (50%)**
 - a. Manage inbox, including reviewing and prioritizing emails in addition to drafting and sending daily and weekly emails.
 - b. Manage calendar, including communicating with staff, campus ministers, and partners to schedule meetings.
 - c. Manage travel arrangements, including scheduling, sending reminders, and organizing hospitality when necessary.
 - d. Provide other administrative assistance, such as drafting/editing documents.

- 2. Mission Development Department Support (30%)**
 - a. Provide administrative support for SPO Missions, including communication, and planning for mission trips.
 - b. Provide administrative support for partnerships management, including communication, administration of agreements, and other assistance as needed.

- 3. Mission Partner Development (20%)**
 - a. Invite others to partner financially with the mission of SPO.
 - b. Cultivate relationships with your donors throughout the year with regular communication.
 - c. Serve as an MPD coach and contribute to other MPD projects as needed.



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.

- Ability to read, write, and speak English fluently is essential.
- Ability to have personal conversations with people.
- To perform this job successfully, an individual should have knowledge of the Google Workspace including Gmail, Google Sheets, Google Drive, etc.
- 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
- Education or training in business or communications

Education/Experience:

Bachelor's degree or equivalent experience.

Other Knowledge, Skills, and Other Abilities:

- Maintains confidentiality and professionalism
- Previous experience providing administrative support
- Prior experience with SPO is preferred
- Committed to the work of evangelization, discipleship, and living in accordance with the mission and teaching of the Catholic Church

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 type.

The employee may occasionally be required to play sports. The employee is occasionally required to be active and be outside, including hiking, 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.