Job Title: Executive Assistant Religious Non-Profit

Essential Qualifications:

Education

1. Undergraduate Degree
2. MA Religious Studies/Theology preferred

Experience

1. Minimum 2-3 years of secretarial or administrative assistant experience (office management experience highly preferred).
2. Experience and/or knowledge of Catholic and Ignatian spirituality.

Skills

1. Proficient with variety of computer programs and web applications, including word processing, spreadsheets, knowledge of basic webpage design.
2. Strong organizational skills and the ability to work under pressure and with multiple tasks.
3. Excellent interpersonal skills and the ability to deal with a variety of individuals.
4. Excellent written and oral communication skills.
5. Ability to work independently as well as in close partnership with President.
6. Excellent writing, rewriting, and editing skill.
7. Ability to maintain confidentiality.

Compensation: $42,600 (salary negotiable based on experience; no additional benefits beyond yearly salary)

Exempt/Non-Exempt: Non-exempt

Start Date: July 27, 2014
Position Narrative:

Sacred Story Institute (SSI) creates life-changing spiritual formation resources based on St. Ignatius’ Conscience Examen in a new format called Sacred Story Examen, taught in the Forty Weeks program. SSI’s mission is pastoral and analytic. We provide authentic tools for spiritual growth and healing, as well as research the impact of prayer and sacramental reconciliation on body, mind and spirit.

The Sacred Story Institute seeks a highly motivated team member who is capable of managing office processes, maintaining web-based tools, and refining evangelization resources. Qualified candidates will be interested in spreading Ignatian insights to help individuals achieve integrated growth.

The Executive Assistant works closely with the President on creating and refining original educational content, as well as assisting with ongoing beta projects to test those resources. While most assignments are project-basis, the Executive Assistant is always the primary resource for the President. The Executive Assistant’s ability to anticipate needs and remain flexible at all times is crucial for the Institute.

The Executive Assistant is often the first point of contact for clients interested in the work of SSI. This position manages email inquiries, website membership database/content updates, and vendor relationships. The position also manages a small-scale e-commerce website, with project-based order fulfillment.

Familiarity with the following web applications is highly desirable:

Qualtrics, WordPress, Google Apps for Business, Mailchimp, Volusion, Amazon FBA

To Apply:

Please submit a one page cover letter stating your reasons for applying and your particular suitability for the position (resumes alone will not be accepted). Include your CV and a list of three references the Institute may contact to gain a better understanding of your qualifications and talents. References should cover academic, professional and personal qualifications.

Direct all inquiries (cover letter + CV + references) to: admin-team@sacredstory.net.

About Us:

Additional information on the Institute’s work and vision can be found online [http://sacredstory.net/](http://sacredstory.net/)