



Congar Institute *for* Ministry Development

Part-time Office Assistant

Job Description

Purpose:

The Part-time Office Assistant provides support services to the Congar Institute Administrative Staff.

Responsibilities:

1. Communications Management (e-mail, voice mail and postal mail)
 - Provides Spanish translations occasionally
 - Helps in designing and editing monthly e-newsletter
 - Helps to keeps website updated.
2. Receptionist Duties (English and Spanish)
3. Office Maintenance
 - Purchase office supplies, books, furnishings, equipment as needed
4. Financial Organization assistance to:
 - Maintain financial records
 - Update bookkeeping software as needed
 - Create periodic financial reports
 - Track donations and related correspondence
5. Records Management:
 - Maintain and update filing systems
 - Assist with creating and maintaining computer databases (Resource Persons, Donations, etc.)
6. Travel Planning
 - Research best travel options for staff travel
 - Plan travel in conversation with staff involved
 - Purchase tickets and update calendar with travel information
 - Provide printed receipts, itineraries, and other travel documents as needed
 - Create folder with travel documents and related materials for each trip
7. Meeting Organization assistance (weekly, monthly, and occasional)
 - Provide timely call for agenda items
 - Assist with development and communication of agenda
 - Keep minutes of meeting and disseminate in a timely fashion
 - Keep records of meeting agendas and minutes

8. Promotion
 - Assist in the development and maintenance of exhibit materials
 - Attend events when needed to represent the Institute
9. Development
 - Assist in appeal mail-outs
 - Assist in coordinating volunteers
10. Projects: Assist with delegated projects as needed
11. Any other responsibility as deemed necessary by the Director

Accountable to: Ministry Development Team Members

Skills, Abilities and Attributes:

- Computer skills:
 - Email
 - Microsoft Office (Word, Excel, Access, PowerPoint, Outlook)
 - Quicken Accounting Software
- Spanish language and translation skills preferred
- Knowledge about Catholic lay ministry and the church helpful
- Organizational skills
- Attention to detail and high level of accuracy entering and maintaining information
- Excellent interpersonal skills
- Able to work as part of a Team, open to a diverse work environment
- Analytical and problem solving skills
- Honesty and trustworthiness
- Flexibility
- Effective communication skills
- Able to maintain confidentiality
- Creative

To learn more about us, visit our website www.congarinstitute.org

To apply, please send your resume to Lizett Farias at congarinstitute@ost.edu

285 Oblate Drive, San Antonio, TX 78216

Tel. 210-341-1366 ext 269

Email congarinstitute@ost.edu