



## Job Description

Title	Assistant to the President and to Mission Advancement
Department	Executive
Program	Executive
Reports to	President
Location	Mexican American Catholic College (MACC)
Work Schedule	8 am -5 pm, occasional evenings
Position type	Full time
FLSA Status	Non-Exempt
Last Revision	February 8, 2023

**Summary:** The Assistant to the President and to Mission Advancement provides administrative and clerical support to the Mission Advancement and Communications Office, as well as the President’s Office. The Assistant, under the direction of MACC’s President, ensures there is sufficient program support to the two above-mentioned offices, as needed, and coordinates these offices use of the holding files and archives of the School.

**Common position responsibilities include:**

- \*Perform duties related to administrative and clerical support for the offices and serve as initial contact from inquiries
- \*Interface with other departments and communicate with external organizations and other contacts
- \*Maintain and manage the administrative filing system and files
- Process Purchase Orders for payment of invoices incurred by the offices.

**Program specific responsibilities, from most involved to least involved, include:**

**MISSION ADVANCEMENT AND COMMUNICATIONS OFFICE:**

- \*Manage and maintain the Mission Advancement Office database, such as tracking donor participation, contributions and acknowledgments; grant requests, responses and reports; MACC publications; other information and documents related to the Office
- \*Produce and process all paperwork related to the annual appeal/gala to Board Members, Bishops, Religious, and individuals in the database, including acknowledgements and results-recording
- \*Design layouts of ads (i.e., all media – website, print, social, and the like), publications and other materials need for fundraising, communications, marketing, the School Catalog, newsletter and public relations
- Work on select Office projects, including coordination with staff, volunteers, consultants, and contract services
- Assist the Associate Director in managing Office dealings (such as contracts and arrangements) with printers, mailers, general advertisers, and suppliers

- Participate in assigned special event planning committees, such as the Archbishop's annual visit and the Cultura Católica Day
- Prepare and process all financial transactions of the Office: check recording, invoices, grant-oriented communications with the Finance Office, process and review of monthly finance reports, and monthly and annual reconciliation with the Finance Office
- \*Prepare information and documents needed for Office reports, grant requests and reports, and other communication
- Keep the Associate Director of Development informed and assist the Director in meeting deadlines
- Perform other duties as assigned.

### **PRESIDENT'S OFFICE:**

- \*Field inquiries regarding the College's programs and business and route inquiries to the appropriate office/department
- \*Provide administrative support to the Board of Directors including preparing and mailing board packets for semi-annual meetings; taking minutes at said meetings; and maintaining list of current members and their terms.
- \*Monitor and manage the telephone system including changing phone greeting message as needed and entering staff (soon after being hired) names into phone directory
- Make travel arrangements for Board of Directors as needed
- Distribute incoming fax or telephone communications for the following or other appropriate departments/offices: Registrar, Finance, Development, and Administration
- \*Draft and finalize Administrative and Board correspondence
- \*Assist in answering mail and phone calls to administration and President's office
- \*Serve as contact for staff access to institutional software accounts and subscriptions, Central filing and Archives, and assigning and removing building access codes and alarm codes to new and departing staff.
- Send reminders to staff of Retention schedule dates and of Leadership Team weekly meetings
- Regularly engage in personal growth, professional development, theological study, prayer, charity and justice work, and spiritual formation
- Adhering to safety training and protocols on a daily basis and taking precautionary measure to ensure the safety and well-being of self, others
- Responsible for protecting the confidentiality of any information or material obtained in the service with the organization to include but not limited to students' names and information, services rendered to students, donors names and gifts, board members' information, internal and external investigations or results of any investigations, and financial information
- Adherence to the Code of Conduct and the Faith and Morals Policy of the Archdiocese of San Antonio is mandatory
- Every employee is required to take a solution-oriented approach in their interactions and undertakings, as well as being a team member that promotes collaboration and commitment to the Mission and Vision of the organization
- Perform other duties as assigned.

### **Minimum Qualifications:**

- Experience
  - Three years or more of experience performing a variety of complex administrative support duties, including recording minutes, word processing, work with graphic designing software, and filing systems.
  - Must be bilingual in English and Spanish.
- Education
  - A Bachelor's degree in Business Administration or a related field, or additional experience in lieu of education.

- License and Credentials
  - Reliable transportation
  - Valid driver license
  - Valid vehicle insurance

**Minimum Knowledge and Skills:**

- Effective oral and written communication skills, including proficiency in English and Spanish, grammar, punctuation, and composition;
- Proficiency in general office practices, procedures and equipment;
- Demonstrated proficiency in Word, Excel, graphic design program and database program(s), and ability to learn new programs;
- Able to multi-task and manage interruptions, strong organizational skills and ability to work with minimal supervision; must be able to develop own routine, anticipate needs, and follow projects through to completion;
- Ability to maintain strict confidentiality;
- Ability to work cooperatively with other departments;
- Ability to learn quickly and a variety of programs;
- Must be detail oriented, organized, self-motivated, work well independently and cooperatively on a team;
- Ability to write and format letters for different occasions;
- Ability to organize files and office systems;
- Knowledge of telephone system;
- Experience with computer and office software, basic knowledge of IT systems and procedures, especially cybersecurity

**Travel Requirements:**

Travel requirements for the position includes approximately 8% local and 2% overnight.

**Competencies**

Competency	Description
Building Collaboration	Ability to develop, maintain and strengthen internal and/or external relationships to build momentum and accomplish set goals and/or the organization’s Mission.
Systematic	Ability to understand concepts and situations and see the systematic and systemic issues affecting people and the environment.
Solution Oriented	Ability to identify various challenges, think outside the box, be innovative, and formulate possible solutions.
Thorough/Detail Oriented	Ability to provide great care and attention to detail, while meeting deadlines.

**Physical Requirements:**

The position requires the following physical demands in the frequency noted.

C = Constantly (2/3 or more of the time)

O = Occasionally (Up to 1/3 of the time)

F = Frequently (From 1/3 to 2/3 of the time)

R = Rarely (less than on hour per week)

<b>Physical Demands</b>	<b>Frequency</b>	<b>Physical Demands</b>	<b>Frequency</b>
Lifting up to 45 pounds	Rarely	Reach above shoulder height	Occasionally
Sitting	Frequently	Reach below shoulder height	Occasionally
Walking	Frequently	Driving	Frequently
Running	Rarely	Stooping	Rarely
Standing	Frequently	Pushing	Rarely
Bending waist (forward or sideways)	Rarely	Pulling	Rarely
Balancing	Frequently	Talking	Frequently
Squatting	Rarely	Hearing	Frequently
Climbing	Rarely	Crawling	Rarely
Repetitive motions	Occasionally	Other:	