



Job Description

Title	Project Administrative Assistant
Department	Administration
Program	Projects
Reports to	Director of Finance
Location	Mexican American Catholic College (MACC)
Work Schedule	8 am -5 pm, occasional evenings
Position type	Full time
FLSA Status	Non-Exempt
Last Revision	June 16, 2023

Summary: The Project Administrative Assistant provides administrative, bookkeeping, and clerical support to the project coordinator for the Regional Programs and the director for Children’s initiatives. The Assistant, under the guidance of the Director of Finance, ensures there is sufficient program support in all aspects to the two above-mentioned offices, as needed, and coordinates these offices use of the holding files and archives of the School. The assistant takes special care that project expenses are tracked, managed and recorded properly as well as supports the directors with the day-to-day operations of the projects.

Position responsibilities include:

- *Perform duties related to administrative, bookkeeping, and clerical support for the projects and serve as initial contact from inquiries.
- *Interface with other departments and communicate with external organizations and other contacts, as requested by the directors.
- *Maintain and manage the administrative filing system and files for the projects.
- Process and record Purchase Orders for payment of invoices incurred by the projects.
- *Design layouts of ads (i.e., all media – website, print, social, and the like), publications and other materials needed for marketing the regional projects and for inclusion in the School Catalog, newsletter and public relations.
- Prepare and process all financial transactions of the programs: check recording, invoices, grant-related costs with the Finance Office, process and review of monthly finance reports, and monthly and annual reconciliation with the Finance Office.
- Assist the program directors in managing project dealings (such as contracts and arrangements) with printers, mailers, general advertisers, and suppliers.
- Keep the program directors informed and assist the Director in meeting deadlines.
- *Provide administrative support to the Programs Director and the Program Coordinator, including preparing and mailing materials to partner dioceses and for marketing.
- *Prepare information and documents needed for project reports, grant requests and reports, and other communication

Program specific responsibilities:

Regional Programs:

- *Provide administrative support to the Coordinator of Regional Programs, including preparing and mailing materials to partner dioceses and for marketing
- *Manage and maintain the Regional Projects database, such as tracking student and diocesan inquiries
- *Creates publications for MACC regional programs, as requested by director; other information and documents related to the projects.
- Work on tasks related to the regional projects, including coordination with staff and contract services

Children's Initiatives:

- *Field inquiries regarding the children's initiatives and route inquiries to the appropriate staff
- *Provide administrative support to the Director of Children's initiatives.
- *Creates publications for MACC's Children's initiatives, as requested by director; other information and documents related to the projects.
- Work on tasks related to the regional projects, including coordination with staff and contract services
- *Provide administrative support to the Director of Children's initiatives, including preparing and mailing materials to partners and for marketing

Other Responsibilities:

- 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.

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 colleagues and 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;
- Experience with computer and office software

Travel Requirements:

Travel requirements for the position includes approximately 5% 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)

Physical Demands	Frequency	Physical Demands	Frequency
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:	