



**Job Title:** Administrative Assistant  
**Department:** Business Office  
**Reports To:** Controller

**Job Status:** Fulltime  
**FLSA Status:** Non-Exempt  
**Physical Strength:** Moderate

### **SUMMARY**

The Administrative Assistant supports Mount Angel Abbey and the Abbey Foundation of Oregon (AFO) with administrative and logistical support. This position is also the primary contact for the Abbey Foundation of Oregon and is the liaison between the Foundation and the Abbey.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Note: While this listing is a comprehensive representation of essential duties of the position, it is not necessarily all-encompassing and additional duties may be assigned as needed to meet Department and/or Abbey needs.*

#### **AFO Board and Executive Committee Meetings**

- Receive direction from and work with the AFO President and Executive Committee.
- Schedule and, in conjunction with the AFO Board President, prepare the agendas for the AFO Board and Executive Committee meetings. Assemble and disseminate agenda packets in advance of meetings and arrange appearances of guest speakers.
- Arrange logistics for board meetings and the annual retreat, including facilities, technology, food and beverage, parking and related matters.
- Attend Board and Executive Committee meetings and prepare draft minutes and action summaries for follow-up actions. Distribute minutes and perform follow-up duties and scheduling based on Board and Executive Committee actions.
- Assist with AFO Board orientation material for new Board members. Assist with Board recognition.

#### **Other AFO Committees**

- Provide support to AFO Committee Chairs with scheduling, preparing and distributing meeting agendas, attend meetings and prepare summary of actions. Perform follow-up duties as required.
- Communicate with contractors as necessary, obtain any meeting agenda material from them, and schedule their appearances.
- Maintain Committee rosters and other committee documents.

#### **Administrative Functions**

- Respond to routine inquiries from AFO Trustees, committee members and contractors engaged by the AFO (auditor, investment manager, etc).
- Respond to occasional inquiries and requests for information from donors and the public.
- Assist as needed Mount Angel Abbey departments including Seminary, Library, Guesthouse, and Business Office.
- Assist in documenting compliance with AFO Policies and Procedures and By-laws. Maintain print and digital records and documents in an organized filing system.
- Work with the AFO "compliance officer" (a trustee) to ensure compliance with AFO governing documents.
- Prepare correspondence and communicate with AFO donors as required and at the direction of the Development Department.
- Assist in preparing correspondence, memoranda and reports as required by the AFO Board, Abbey Staff, auditors or government agencies.

- Provide updated information for the AFO section in the Mount Angel Abbey Website in conjunction with the Mount Angel Abbey Communications staff.
- Maintains procedures for managing and monitoring financial resources and budgets.
- Process vendor invoices and maintain appropriate business records of donations or other financial transactions received directly by the AFO.
- Assists with correspondence including email, voicemail and written requests for information from outside guests as well as Abbey departments.
- Provides assistance to Business Office as needed with tasks such as check requisition, donation deposits, data entry, budget spreadsheets, creating and maintaining files, etc.
- Provides administrative assistance to various Mount Angel Abbey Departments such as Guesthouse, Business Office, Library and Seminary, etc. as needed.
- Performs other duties as assigned in the best interest of maintaining and preserving the mission, vision and culture of Mount Angel Abbey.

#### **Events**

- Working with the Development Events Manager, develop checklists and plans, schedule and arrange the logistics including facilities for AFO events including the Annual AFO Board Retreat, Board Socials or other activities with internal or external parties. Prepare and monitor the event budgets and submit reports on results.
- Engage in the activities of the Mount Angel Abbey and support the mission of the organization through attendance at events.

#### **Miscellaneous Duties and Responsibilities**

- Interact with and develop ongoing relationships with members of the Mount Angel Abbey Community, including monks, priests, seminarians, Abbey staff and volunteers.
- Develop an understanding of Benedictine fundraising and the values of “donor-centered fundraising.”

#### **QUALIFICATIONS**

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to maintain a positive work atmosphere by demonstrating a pleasant and hospitable demeanor and acting/communicating in a manner which facilitates positive working relationships with customers, volunteers, monks, co-workers and organizational leadership.
- Discretion in handling confidential information.
- Ability to work collaboratively in a team environment
- Strong interpersonal and written communication skills.
- Ability to create and organize basic documents, spreadsheets, presentations, and emails using Word, Excel, PowerPoint, Google Gmail, Adobe Acrobat and database management software.
- Knowledge of event planning and public relations.
- Ability to work independently, manage multiple projects, independently solve problems and make decisions.
- Ability to develop, monitor and meet event budgets.
- Working knowledge of the Catholic Church and an understanding of a Catholic Abbey and Seminary with affection and respect for the values, mission, ministry, and vision of Mount Angel Abbey.
- Must be able to pass criminal background and drug screening.
- Regular and predictable attendance is an essential function of the position.
- Able to work occasional evenings and weekends as needed.
- While at work, the employee is expected to be free of any discernable smells or scents, including but not limited to tobacco, body odor, or personal care products/fragrances.

#### **LANGUAGE SKILLS**

Strong verbal and written skills.

## EDUCATION and/or EXPERIENCE

- A Bachelor's Degree is preferred. However, any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities may be substituted for this requirement.
- At least five years of experience in an administrative capacity including experience with nonprofit organizations, event planning and the support of a board.

## COMPUTER SKILLS

- Excellent computer skills, including advanced knowledge of Microsoft Office (Excel, Word and PowerPoint), database expertise and use of the Internet.
- Proficiency in using donor software programs, preferably Raisers Edge NXT, as well as Microsoft Office products is required.

## 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.

- Ability to regularly sit, stand, bend, stoop, and occasionally reach overhead.
- Will frequently (several times per week) lift small boxes weighing up to 15 pounds.
- Will occasionally enlist assistance in lifting larger objects (i.e. boxes of paper, envelopes, etc.) weighing up to 50 pounds.

## WORK ENVIRONMENT

Office environment, with option to work remotely as approved by the supervisor.

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Seek Things Above.

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*Mount Angel Abbey, home to a community of Benedictine monks, was founded in Oregon's Willamette Valley in 1882 by monks from Engelberg, Switzerland. In 1889, they established Mount Angel Seminary, which today is the oldest and largest Catholic seminary in the West. On their peaceful Hilltop, the monks staff and manage the Saint Benedict Guesthouse and Retreat Center, providing spiritual care for all who come. They built and recently refurbished an iconic library, designed by the Finnish architect, Alvar Aalto, which holds the largest collection of theology and rare books north of San Francisco. And in the fall of 2018, they established Benedictine Brewery, where monks craft and serve Belgian-style beer in the St. Michael Taproom. Mount Angel's employees know their work is more than a job. They collaborate with the monks in a mission that invites all who visit to "Seek Things Above."*



*Thank you for considering Mount Angel Abbey in your job search. Mount Angel Abbey is an equal employment opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, national origin, mental or physical disability, marital status or military service or any legally protected classifications. No application will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.*



