Job Description

Job Title: Office and Special Projects Assistant
Department: Seminary
Reports To: Executive Assistant to the President-Rector
Job Status: Full-time
FLSA Status: Non-exempt

Physical Strength: Moderate
Revised By: Colette Blakely
Revision Date: June 19, 2026
Approved By: Fr. Jeff Eirvin
Approval Date: June 19, 2026

SUMMARY
The Office and Special Projects Assistant supports the Seminary by managing and ensuring smooth daily operations for both the Annunciation and Anselm administrative offices, and providing administrative assistance for various special projects as assigned. These projects may include but are not limited to various capital projects and grant funded initiatives. This position reports to the Executive Assistant to the President-Rector of the Seminary and supports the leadership roles of each special project as assigned.

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.

- Supports the Seminary by managing and ensuring smooth daily operations for both the Annunciation and Anselm administrative offices.
- Welcomes visitors and responds to the main seminary phone line.
- Manages office equipment and supplies, refreshments, mail distribution, and maintains vendor relationships.
- Manages seminary subscriptions, registrations, invoices, and requests for payment.
- Ensures seminary directories and contacts groups are up to date.
- Supports staff office assignments and needs, and new staff orientation to buildings, equipment, and safety procedures.
- Assists seminary staff with travel arrangements as requested.
- Coordinates seminary space requests and visitor accommodations as requested.
- Supports filing projects and ensures files are maintained and organized according to the seminary file policy.
- Assists with scheduling meetings and preparing materials, refreshments and minutes as requested.
- Assists with seminary events including various planning activities and facilitation as requested.
- Ensures a safe working environment including submitting work orders and performing lock-up procedures.
- Supports seminary operations by providing administrative assistance for various special projects as assigned, to include but not be limited to various capital projects and grant funded initiatives as needed.
- Provides administrative support for Mount Angel Seminary's pathways initiative for the vocational synthesis stage.
- Assists with scheduling Pathways Team and Pathways Board meetings, preparing meeting materials, and keeping minutes.
- Assists with module facilitation including speakers, agendas, materials and guesthouse accommodations.
- Supports communications with diocese participants and coordinates requests and needs.
- Frequently interacts with individuals both within and outside of organization.
- Always maintains the highest health and safety standards; uses Personal Protective Equipment as necessary and complies with building codes and all other regulations.
- Performs other duties as assigned in the best interest of maintaining and preserving the mission, vision and culture of Mount Angel Abbey.

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.

- Demonstrated ethic of accountability in the workplace; experience maintaining strict confidentiality and discretion.
- Ability to support others' objectives as his/her own.
- Requires excellent judgment, communication skills, and a personal commitment to outstanding customer service.
- Must be a self-starter with ability to work both independently and as a member of a team.
- Ability to take initiative on projects as directed and demonstrate excellent time management skills, while demonstrating a high degree of flexibility, adaptability and the ability to prioritize tasks and simultaneously focus on multiple projects and deadlines.
- Strong attention to detail management and organization, with a 'process quality' mindset.
- Strong oral and interpersonal communications skills and phone etiquette, with a demonstrated ability to interact with a variety of individuals from a diverse variety of backgrounds and cultures, at all levels of the organization.
- Ability to thrive in a dynamic and friendly environment characterized by growth and change.
- 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.
- Must have working knowledge of the Catholic Church. An understanding of a Catholic Abbey and Seminary is helpful.
- Must be available for occasional weekend and/or evening work.
- Must be able to follow all safety procedures, including use of approved Personal Protective Equipment.
- Must be able to pass criminal background and drug screenings.
- In order to provide our guests/residents/employees with a pleasant and healthy retreat/work/housing experience, 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.
- Regular and predictable attendance is an essential function of the job.

EDUCATION and/or EXPERIENCE

- Any combination of education, training or experience that provides the knowledge, skills and abilities required to perform the essential functions of the position.

LANGUAGE SKILLS

Strong verbal and written skills.

MATHEMATICAL SKILLS

Solid basic math skills.

COMPUTER SKILLS

- Excellent computer skills, including advanced knowledge of Microsoft Office (Excel, Word and PowerPoint), database expertise and use of the Internet.
- Computer skills using Microsoft office suite and internet.

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.

Application Process

Timeline:
Application Deadline: July 1, 2026
Estimated Start Date: asap
Required Materials: Submit to hr@mtangel.edu
Cover letter explaining your qualifications and interest in this opportunity
Current resume highlighting relevant experience

Process:
Final candidates – onsite interviews
Reference and background verification for final candidate
Hourly:
$20.00 - $23.00 DOQ

Contact Information:

Human Resources Department
Mount Angel Abbey
1 Abbey Drive
Saint Benedict, OR 97373
Email: hr@mtangel.edu | Phone: 503-845-3909

Learn more: Home - Mount Angel Abbey

Mount Angel Abbey is an equal opportunity employer committed to creating an inclusive environment where qualified candidates contribute to our welcoming, mission-focused community.