

SISTERS, SERVANTS OF THE IMMACULATE HEART OF MARY
610 West Elm Avenue
Monroe, MI 48162

POSITION: **Administrative Assistant for IHM Spirituality Ministries**
 Part-Time, 16 hours per week

DEPARTMENT: **IHM Spirituality Ministries**

The Administrative Assistant for IHM Spirituality Ministries collaborates with Maxis Spirituality Center and Saint Therese IHM Senior Living to support programs for spiritual growth and enrichment consistent with the IHM Chapter Direction and in response to the needs of the people whom we serve. The administrative assistant works with the staff at each of the IHM Spirituality Ministries (IHMSM) to ensure that programs are developed, publicized and implemented. This includes Maxis and the Saint Therese IHM Senior Living Community.

PRINCIPAL DUTIES:

- Support Spirituality committees of each of the Spirituality ministries, tailoring the work according to the program needs of each and also establishing common practices and workflows for more consistency across the Spirituality Ministries;
- Ensure that all administrative/logistical aspects of IHMSM programs are duly attended to and completed at the proper time, including but not limited to contacting and scheduling speakers; coordinating the preparation of program brochures, flyers and publicity; facilitating registration; compiling program evaluations; maintaining statistics for programs; and working to address any challenges or opportunities;
- Provide hands-on assistance with both in-person and online events;
- Manage the day-to-day use of the IHMSM credit card processing account, i.e., Square, and work with the Congregation Business Office including the CFO who is the administrator of that account;
- Update the IHMSM database with new contact information including changes to existing contacts and adding new contacts from program attendees or other IHMSM guests;
- Maintain the IHMSM program files on a shared drive ensuring that IHMSM staff/committees have access to folders containing pertinent communications, registration information, promotion, speaker information (biography, photo, contract, handouts, and follow-up), and survey information;
- Manage the IHMSM program calendar;
- Collaborate on projects with IHM and Saint Therese IHM Senior Living Community departments including Communications, Pastoral Care and Resident Services;

- Provide the administrative support for the IHMSLC Spirituality Committee (in addition to the program responsibilities) including accommodations, meal/catering planning, and budget;

QUALIFICATIONS:

- Organizational and communication skills.
- Knowledge and understanding of the IHM tradition and commitment to the IHM mission.
- Proficient in Microsoft Office, Outlook, Excel and PowerPoint.
- Ability to research online, gather and update information and handle multiple projects and juggle deadlines.
- Ability to be flexible and adapt to the organization's goals and priorities.
- Organizational skills and excellent written and oral communication skills.
- Valid driver license and good driving record.

Send resume and salary requirements to mmcgowan@ihmsisters.org

IHM Sisters supports workforce diversity.