



**Franciscan Friars
Holy Name Province
Communications Office**
129 West 31st St., 2nd Floor
New York, NY 10001-3403
646-473-0265

Administrative Assistant for the Office of Vocations
HOLY NAME PROVINCE

Position Overview:

Holy Name Province, the largest community of Franciscan Friars in the United States, is accepting applications for the position of Administrative Assistant for the Office of Vocations. The Administrative Assistant assists the Vocation Director with general office administration including (but not limited to) preparing reports, memos, letters, mailings and other documents, file maintenance, telephone and electronic communications, organizing vocation events and conferences, updating the vocation office website and related social networking pages, and ensuring success of the digital footprint for the Office of Vocations. All duties and responsibilities are performed in alignment with the mission, vision and values of the Franciscans of Holy Name Province.

Primary Responsibilities:

Assist the Vocation Director by performing administrative tasks including updating the vocation office database, file maintenance, preparation of correspondence to candidates, serving as administrative liaison to regional vocation directors, maintain multimedia contacts with vocation candidates and Friars throughout the Province, assist in organizing vocation conferences throughout the year, use content management software to update vocation website, maintain and update vocation office's social networking sites, and assist with office tasks as assigned with confidentiality and discretion, demonstrating excellent internal and external communications capability. The Vocation Office of Holy Name Province maintains a policy of confidentiality at all times in all matters pertaining to the business of the vocation office and of the provincial office.

Qualifications:

- Experience working within a Catholic religious organization. Understanding and/or experience working with the Roman Catholic Church, the Franciscan Friars of Holy Name Province and/or the Archdiocese, a plus
- Understands the value of a Religious Order in today's world, and is comfortable speaking to vocational candidates by phone and communicating with them through various social media channels, as subjective needs arise
- Must be a self-starter, well-organized and able to meet daily, weekly and monthly deadlines
- Excellent interpersonal skills and strong organizational skills
- Excellent oral and written communication skills in English, a must; Excellent oral and written communication skills in Spanish, a plus
- Command of Microsoft Office, FileMaker Pro, Constant Contact or a similar email marketing service provider, and WordPress, a must. Understanding of Adobe Creative Suite, a plus
- Social media expertise required (SEO capability) with ability to maintain and update (in a timely and ongoing fashion) vocation office's social networking sites such as (but not limited to) our website, Facebook, You Tube, Twitter, and blogging pages. Understanding of Facebook analytics and ability to make suggestions for updating vocation office's social pages, based on those analytics, a plus
- Must be able to schedule virtual meetings (Skype, GoToMeeting, etc.) with friars and/or candidates and other personnel as needed/requested by Vocation Director

Administrative Assistant: Office of Vocations

- Manage the Vocation Director's schedule by using Microsoft Outlook and/or other Holy Name Province-based scheduling software
- Serve as vocation office liaison, in absence of Vocation Director, responding to phone calls, emails and other social media inquiries. Must have strong command of communications and be exceptional at dealing with inquiries and prospects at various levels of Franciscan discernment. This will be especially important when the vocation director is on the road, and away from the New York City office

Education and Experience:

- Bachelor's degree and several years of related experience with a Catholic religious organization.

Job Location:

- Holy Name Province's Provincial Office, 129 West 31st Street, New York, NY. The office is located a short distance from Penn Station and many subway lines. The office staff includes both friars and laypeople.

Work Week:

- This is a full-time position that includes medical benefits and a pension plan; hours are Monday-Friday, 9 a.m. – 5 p.m.

At-Will Employer:

- The Vocation Office of Holy Name Province is an At-will employer. Acceptance of a position does not imply nor intend to promise or contract employment nor to confirm a contract of employment.

Equal Employment Opportunity:

- The Vocation Office of Holy Name Province is an Equal Opportunity Employer.

Application Process:

- To apply send resume, cover letter and writing (communications) samples to Basil Valente, O.F.M., bvalente@hnp.org. Subject line should read: **Administrative Assistant: Office of Vocations**. For more information on Holy Name Province and the Office of Vocations, please visit our website: hnp.org