



## US-CHINA CATHOLIC ASSOCIATION (USCCA)

### POSITION OPENING: EXECUTIVE ASSISTANT

#### **Position description & responsibilities**

The US-China Catholic Association (USCCA) is a small nonprofit that maintains fraternal ties between the Catholic communities in China and the U.S. The USCCA hosts conferences, study tours in China, speaking events, educational programs, a newsletter, a website, member services, and mission appeals in parishes across the country.

The USCCA seeks an administrative staff person who will partner with the Executive Director to see through fundraising and other special projects, as well as shoulder certain routine administrative functions. Applicants must be well-organized, able to work independently, and comfortable with routine online technology. Fundraising experience is a plus.

Responsibilities fall under the following categories:

- office operations
- support the functioning of the Executive Director
- support the functioning of the Board of Directors
- collaboration with Executive Director on fundraising and special projects

Each of these areas of responsibility is spelled out in more detail below.

Time commitment: 15 to 20 hours per week or more (depending upon the responsibilities agreed upon).

Hours: flexible

Location: presence in office required two to four times a month in “normal times”; most tasks can be accomplished remotely.

The work is engaging and varied.

Position begins: Now.

Colleagues on the Board and staff are motivated, committed, and supportive. The people we work with are full of goodwill. Our mission involves service to the Gospel across cultural and national boundaries.

***Could evolve into a full-time position.***

#### **Desired qualifications**

Candidate should have

- an appreciation of and interest in the mission of the USCCA
- excellent organization skills
- excellent communication skills
- general facility with Windows 10, MS Word, MS Excel, internet research, digital picture management, PDF management, and voice recognition software.
- familiarity with the following platforms or willingness to learn: Dropbox, Google Drive, ACDSee (picture editing software, similar to Photoshop), NeedToMeet (meeting organizer), Survey Monkey (survey creator), nTask (team management software), Salesforce (our contacts database).
- facility with MailChimp and WIX a plus, but not part of the role as currently outlined

## **Elaboration**

It will be important to establish the parameters of this position that best suit both parties and best utilize the skills and strengths of the Executive Assistant. So while the following outlines the kinds of duties and tasks the Executive Assistant might take on, final arrangements will be determined by mutual arrangement.

In all that follows, an eye for detail and professional presentation is essential.

### Office operations

- monitor USCCA general email and phone; respond on behalf of the USCCA or refer to E.D.
- supervise office assistance performing routine office work such as scanning and filing
- oversee processing of invoices, contributions, and so forth in cooperation with the Financial Coordinator
- oversee digitization of select records and photographs of the USCCA
- oversee office maintenance
- purchase office supplies and other needed items for USCCA programs and office
- other office-related tasks that have been mutually agreed to

### Support the functioning of the Executive Director

- meet with E.D. (live or via Zoom) once every two to three days for 30 minutes on average
- attend meetings of E.D. or review recordings; provide brief summaries with action points for attendees
- assist the E.D. with routine correspondence & documents (proofread, provide feedback, occasionally draft)
- assist E.D. and Conference Co-Coordinator in tasks related to the upcoming conference
- other office-related tasks that have been mutually agreed to

### Support the functioning of the Board of Directors

- work with E.D. to facilitate online Board meetings (usually 4 or so per year)
- work with E.D. to facilitate the annual in-person Board meeting (book meeting space, arrange meals and lodging as needed, provide transit information)
- assist Secretary of Board in maintaining minutes and pertinent records
- work with Financial Coordinator to provide Treasurer of the Board with financial records as needed
- respond to routine inquiries of Board members or refer them to the E.D.
- other forms of support for the Board that have been mutually agreed to

### Fundraising and special projects

While the E.D. will work with a development consultant to plan fundraising campaigns and special projects, and while dedicated staff will create webpages and social media posts, the Executive Assistant will assist the E.D. in managing fundraising activities. This could mean assisting with:

- management of a campaign or special event
- arranging meetings with potential donors
- booking space and making relevant arrangements for USCCA events
- other development-related tasks that have been mutually agreed to

## **Remuneration**

Position could be contract-project based or part-time. Remuneration contingent upon experience and relevant skills. Relevant experience in project administration and fundraising will be considered accordingly.

## **Interested applicants**

To inquire further, please contact:

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To apply, submit a letter of intent, a resume, and at least one job reference.