



THE BASILICA OF SAINT MARY

Position Description

Executive Assistant to Pastor and Professor

Department: Administration/Parish Operations
Supervisor: Fr. Daniel Griffith, Pastor Basilica of St. Mary
Julie Craven, University of St. Thomas School of Law
Status: FT – Exempt
Hours / Schedule: 40 hours / 12 months per year
Regular schedule Monday – Friday schedule with periodic weekends

Purpose of Position

Support the Pastor, The Basilica of Saint Mary (BSM); support Fr. Griffith and Julie Craven at The University of St. Thomas School of Law (UST Law), and their Initiative on Restorative Justice and Healing (IRJH). This role is responsible for a wide range of activities, including management of complex calendars and scheduling, coordinating domestic and international travel, tracking of receipts for reimbursement or credit card support. Other activities include coordinating meeting agendas and assistance facilitating key activities (such as staff retreats/board and committee retreats and conferences). Carry out the strategic initiatives and mission statements for both the BSM and UST Law/IRJH.

Scope of Position

- Report to the Pastor approximately 60% and to Fr. Griffith and Julie Craven, UST Law 40%.
- Attend Basilica All Staff Meetings
- Attend St. Thomas monthly Staff Meetings when available.
- Attend and take minutes at Full Executive Team Meetings (twice a month)
- Serve as back-up support to the executive assistant of parish operations, e.g., receptionist staffing, mail and armored pickup and drop off deliveries.
- Interface with IRJH advisory board.
- Interface with UST Law staff, including the development department, communications and marketing, and director of finance and operations.
- Interface with BSM staff, parishioners, officers, committees, and volunteers.
- Interface with the Basilica Landmark, a separate 50c(3) organization which raises funds to restore and preserve the church.
- Office at the Basilica of St. Mary, Minneapolis and UST Law, Minneapolis. Note: may be required to travel between BSM and UST Law from time to time.

POSITION QUALIFICATIONS

Knowledge Skills and Abilities

- Five plus years of experience as an executive assistant to a leader in a corporate, law, or non-profit setting.
- Strong organizational skills, diligence, prudence, and follow-through.
- Strong verbal and written communication skills.
- Excellent computer literacy skills.
- Proficiency with Microsoft Office.
- Not required but helpful to have graphic design (PowerPoint or InDesign).
- A collaborator capable of cultivating productive working relationships.
- Energetic and eager to tackle new projects and ideas.
- Ability to learn Raisers Edge database.

Physical Demands

- Able to walk up and down stairs.
- Work 40 or more hours per week when needed.
- Able to lift twenty-five pounds.
- Able to sit for extended periods.

Mental Demands

- Ability to work with minimal supervision.
- Ability to solve problems diplomatically for those who contact The Basilica.
- Respects and values a diverse culture.
- Ability to perform under stress.
- Can maintain professionalism and strict confidentiality with all materials, and exercise discretion when interfacing with others.
- Ability to multi-task in a dynamic work environment and follow through to complete tasks, projects.

PRIMARY FUNCTIONS AND MAJOR ACTIVITIES

Coordination of Calendar, Travel and Conferences

- Outlook Calendar management for pastor and for IRJH.
 - Exercise discretion in committing time and evaluating needs.
- Schedule and book travel (airfare, hotels, rentals, etc.).
- Book conferences and events.
- Coordinate pastor's calendar at BSM, with respect to his work at UST Law and in leading IRJH.

General Administrative Support

- Provide meeting support by preparing meeting rooms (physical and virtual), agendas, materials, minutes, and other follow-ups as needed.
- Review "The Docket" law school events each week.
- Manage and prioritize correspondence, including phone calls, mail, e-mail, letters, and notes.

- Determine priority of matters of attention for pastor. Redirect matters to staff to handle, or handle matters personally, as appropriate.
- Keep the pastor and Julie Craven advised of time-sensitive and priority issues and ensuring appropriate follow-up.
- Sort and triage mail; maintain e-mail and other address directories.
- Enter data and information accurately and efficiently into the RE NXT database; Prepare emails using the Luminare software.
- Set up, schedule, communicate, and execute IRJH programming.
 - Conferences
 - Colloquia
 - Webinars
 - Events
 - Board Retreats
 - Restorative Justice, Law and Healing course and additional courses

Budget & Expense Management

- Manage receipts and credit card statements.
 - Reconcile the pastor's credit card statement to ensure accuracy and obtain supportive documentation.
 - Obtain and keep receipts related to the funds of IRJH and professor's Professional Development Account (PDA).
- Work with UST development office to make sure IRJH donors have been thanked and acknowledged appropriately.
- In coordination with UST director of finance and operations, provide monthly reports on IRJH account, income & expenses to pastor and Julie Craven.

Other

- Additional responsibilities as assigned by the pastor and Julie Craven.
- Be ready to work and complete all assigned responsibilities and accept additional responsibilities identified (as needed) by your supervisors.

Designation of Essential Functions

Employment in and by the Church is substantially different from secular employment.

Church employees/volunteers must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. This position does not require that the employee be a Catholic. However, as a parish community rooted in the teachings of the Catholic Church, employees/volunteers are expected to be knowledgeable of core tenets and respectful of the mission, purpose, and teachings of the Catholic faith.

Instructions to Apply

Please send your resume to Taylor Liles, tliles@mary.org.