Job Announcement

**Title:** Administrative Assistant to the Prioress

**Supervisor:** Prioress

**Organization Summary:**

The Sisters of St. Paul’s Monastery are a community who live Gospel values as expressed in the Rule of St. Benedict. Through their monastic life and wise stewardship they nurture contemplative presence in service of church and society. The Sisters support ministries such as Benedictine Retreat Center, Maple Tree Childcare Center and Outreach to Hill-Murray, Tubman and Common Bond Communities.

**Position Summary:**

The Administrative Assistant is responsible for creating and/or maintaining official correspondence and performing additional administrative task as assigned by the Prioress. The Development Administrative Assistant is responsible for data management, administrative duties and gift acknowledgement.

**Knowledge, Skills and Abilities Required:**

* Minimum of 2 years experience in administrative role
* Must be an advanced user of Microsoft Suite of programs
* Attention to detail is a must
* Strong organizational skills
* Ability to prioritize tasks
* Must maintain a high level of confidentiality

**Additional Info:**

This is a part-time (12 hours/week), hourly position: 8 hours for Administrative Leadership. For more information on St. Paul’s Monastery please visit their website, www.stpaulsmonastery.org.

**How to Apply:**

Send cover letter and resume to [humanresources@stpaulsmonastery.org](mailto:humanresources@stpaulsmonastery.org)