



DOMINICAN FRIARS

Province of the Most Holy Name of Jesus

JOB DESCRIPTION

TITLE: Administrative Assistant
REPORTS TO: Provincial Office Manager
LOCATION: Oakland, CA – Provincial Office

Introduction: Founded in 1850, the Western Dominican Province (Province of the Most Holy Name of Jesus) is comprised of the Western U.S. States and is a province of the world-wide Order of Preachers (Dominicans).

The province supports ~140 Dominican friars in their mission to preach the Gospel for the salvation of souls, while recruiting and training new friars for lives in the Order. Relationships and integrity are the heart of our culture.

General Description: The Administrative Assistant is the first contact at the Provincial Office for all visitors, staff, and friars, both by telephone and in person. Ideal candidate is a positive, cheerful person who enjoys working with people. Hours are 8:00am - 5:00pm, Monday - Friday with paid holidays, paid time off, and benefits.

Primary Duties & Responsibilities:

1. Light receptionist duties, which includes greeting and acknowledging visitors, staff, and friars.
2. Answer all incoming telephone calls for the Provincial Office and St. Albert's Priory in a courteous, friendly, and professional manner.
3. Receive, sort, and route all incoming and outgoing mail, packages, and deliveries.
4. Maintain office calendars.
5. Maintain inventory and ordering for office supplies and equipment.
6. Assist the Office Manager with various administrative and clerical duties.
7. Provide administrative support for special projects and select ministries.
8. Other duties as assigned.

Essential Qualifications:

1. Strong interpersonal skills, ability to communicate effectively in writing, by phone, and in-person.
2. Proficiency using internet, databases, automated phone systems, and web-based applications.
3. Basic proficiency in MS Office Suite of products.
4. Highest respect for confidentiality, honesty, and security.



5. Able to work in a team environment as well as independently. Must be self- motivated, flexible, and handle deadlines.
6. Good organizational skills, ability to multi-task, and attention to detail.
7. Ability and desire to use God-given talents in service to others.
8. Minimum High School Diploma/GED; college degree preferred.

Other Desired Qualifications:

1. Prior experience working in a religious institution or non-profit organization.
2. Familiarity with the Order of Preachers, specifically the Western Dominican Province.
3. Experience with Drupal content management system, Microsoft Teams, SharePoint, and Dropbox.
4. 3-5 years' experience as Administrative Assistant.

Submit resume and cover letter to info@opwest.org, ATTN: Provincial Office Manager.

Relocations funds not available.