



Executive Assistant

Position summary:

Provide high-level administrative support to the Superior (our elected executive) and others including through calendars, correspondence, contact data management, printing, and mailing. Work closely with the Superior and Assistant Superior. Supervised by the Assistant Superior. Full-time/40 hours Monday to Friday. Hybrid with at least Tuesday to Thursday in the office. Non-exempt.

About us:

Society of St. John the Evangelist is a monastic community of The Episcopal Church based in Cambridge, MA. Currently, we are 12 monks with 1 part-time and 7 full-time employees. Brothers share our life of prayer, host guests on retreat, preach, teach, and provide spiritual formation resources, serving many across the United States, Canada, and more. www.SSJE.org

Job Description:

For the Superior (akin to Executive Director)

- Manage all forms of correspondence to ensure a smooth flow of communication.
- Manage personal calendar including scheduling appointments.
- Develop support systems for Superior tailored to his management and personal style.
- Build paper and electronic filing systems to ensure easy and appropriate access.
- Make travel arrangements and coordinate his ministry engagement logistics.
- Maintain receipts and complete monthly expense report.

For the community

- Handle general inbox including referring to appropriate Brothers and colleagues.
- Process contact data including converting, reviewing, correcting, de-duplicating.
- Produce worship bulletin twice a week.
- Coordinate ministry engagement logistics for other Brothers.
- Take and edit meeting notes, minutes, and other written material.
- Process membership and recommitment for 750+ person affiliate community.
- Support sending weekly thank you letters and seasonal fundraising and other mailings.
- Order and maintain stock of printed material and office supplies.
- Support cross-training of other staff roles and tasks as appropriate.
- Assist other staff in our small team as coordinated by supervisor.

Required Experience and Qualities:

- 10 years providing high-level support to a number of different leaders.
- Be a trusted advisor around managing details of competing priorities.
- Think and plan ahead for what may be needed and supportive.
- Proficiency with a CRM, preferably Salesforce.
- Handle diverse external and internal communications with professionalism.
- Perform tasks independently with discretion.
- Take initiative to suggest and create ways for efficiency.
- Communicate and collaborate well with staff team.
- Proficiency with Microsoft Office and ability to mail merge.
- Appreciation for life and ministry of our religious community.

Compensation: \$38.50 per hour which is about \$80,000 annually

Benefits include:

- 403(b) pension plan with 5% SSJE contribution and up to 4% match upon hire
- Medical insurance with SSJE paying 100% of the premium
- 13 paid holidays per year
- After the first six months, 10 days of vacation annually for the first three years
- 10 personal days for illness or care of a family member
- Parking in our lot or public transportation reimbursement

To apply, please send a cover letter and resume to: hr@ssje.org