



POSITION VACANT

Executive Assistant – Admin & Marketing Support

Three days a week, flexible hours

An outstanding opportunity to support the development and offering of retreats and programs for Jesuit and Ignatian Spirituality Australia (JISA). We are a small not-for-profit organisation based in Pymble and are looking for an experienced EA to join us.

This is a varied and dynamic role, with the opportunity to become an integral member of our small national team. It provides executive, administrative and some marketing assistance, including supporting national leadership and teams, assisting with marketing initiatives, and documentation management.

Key skills include Microsoft Office, online conferencing, and some WordPress experience; along with excellent communication and organisation skills, maturity, discretion, and a willingness to engage in and understand Ignatian Spirituality. The role is part time for three days per week, with flexible hours, and occasional working from home hours if required.

To request the Position Description email info@jisa.org.au

To apply email your covering letter and resume to info@jisa.org.au

Closing date for applications: Monday 20 December 2021

Further information...

ABOUT JESUIT AND IGNATIAN SPIRITUALITY AUSTRALIA (JISA)

JISA is a national community of women and men formed in Ignatian Spirituality facilitating transformative spiritual experiences for individuals and organisations. We give the *Spiritual Exercises of St Ignatius Loyola* and accompany individuals and groups through spiritual conversation and discernment. We offer retreats, spiritual direction ministry supervision and Ignatian formation for leadership and mission, in a variety of geographic locations and online.

ABOUT THE ROLE

This role provides executive, administrative and some marketing assistance to JISA's Spiritual Exercises Ministry in the development and offering of the Ignatian Spirituality and Retreats; and support of Spiritual Directors, Supervisors and other retreat givers including volunteers:

- Provide executive assistance to ministry leadership
- Attend to the administration needs of the ministry
- Provide communications assistance, i.e. internal reports and presentations
- Support retreat development and marketing, i.e. coordinating the program calendar, program ads for the JISA website and liaising with the digital marketing agency
- Coordinating the local NSW team of Spiritual Directors
- Managing key documentation for Spiritual Directors, other 'givers' of Ignatian spirituality and key partners

ESSENTIAL CRITERIA

- Microsoft Office (Word, Excel, PowerPoint, Outlook, SharePoint) and some WordPress skills
- Good interpersonal skills including the ability to build and maintain relationships at all levels with maturity and discretion
- Excellent written and oral communications skills
- Strong administrative skills such as documentation management, meeting organisation, preparing, and formatting documents and presentations
- Ability to prioritise, work to deadlines and juggle tasks within a busy environment
- Attention to detail and commitment to high quality, timely and accurate output

Jesuit and Ignatian Spirituality Australia is committed to protecting children and young people from harm. We require all applicants to undergo a screening process prior to appointment. [Click here](#) to read our COVID-19 vaccination policy.