



Dominican Friars

Province of St. Martin de Porres

Administrative Assistant to Director of Vocations
Province of St. Martin de Porres – Southern Dominican Province, U.S.A.
1421 N. Causeway Blvd., Suite 200, Metairie, LA 70001

Position Description:

The Dominican Province of St. Martin de Porres of the of the Order of Preachers (Southern Dominican Province, U.S.A.) has an opportunity for a part-time (20 hours per week) administrative assistant in the Office of Vocations. Under the supervision of the Director of Vocations, the administrative assistant will be responsible for carrying out the administrative tasks of the Office of Vocations and ensuring the smooth flow of Province vocations program.

Duties and Responsibilities:

1. Provide administrative, communications and logistical assistance to Director of Vocations for the purpose of carrying out the vocations promotion program.
2. Monitor and ensure timely responses to vocations inquiries, updates to vocation tracking system, distribution of promotional materials as requested and updates to director.
3. Assist with planning and coordination of vocations promotion activities, including but not limited to “Come and See” weekends, local and regional vocations activities.
4. Coordinate orderly flow of application and admissions processes and pre-novitiate orientation for applicants and pre-novices of the Province.
5. Oversee storage and distribution of promotional materials and maintenance of vocations office files and archives.
6. Assist Director of Vocations and Communications staff with monitoring and editing of website and social media.

Experience requirements:

1. High school diploma required, associate’s degree, college studies or bachelor’s degree preferred.
2. Must be committed to the mission of the St. Martin de Porres Province of the Order of Preachers and the Roman Catholic Church and possess the ability to communicate this mission effectively to vocation inquirers and the public.
3. Must exercise responsibilities and maintain information with discretion and confidentiality.
4. Excellent verbal, written and interpersonal communication skills required, including the ability to field inquiries made in-person or via telephone and media, write and prepare reports, some promotional materials and content for social media and websites.
5. Proficiency in office procedures and organization and budget-keeping.
6. Proficiency in Spanish preferred, but not required, for the purpose of assisting with Spanish-language inquiries.
7. Proficiency in software including Microsoft Office and Publisher or other similar design program.

Qualified candidates should submit a resume, letter of interest and three references by September 20, 2017 to Fr. Charles Johnson, O.P., Director of Vocations, at vocations@opsouth.org