



POSITION: Executive Assistant
COMPANY: Augustine Institute, Greenwood Village, CO
SUPERVISOR: Office of the President – Chief of Staff
APPLICATIONS: Careers@Augustineinstitute.org

COMPANY INFORMATION

The Augustine Institute is a registered 501(c)(3) Not For-Profit Corporation headquartered at 6160 S. Syracuse Way, Suite 310, Greenwood Village, CO 80111 | 303-937-4420

Mission: The mission of the Augustine Institute is to serve the formation of Catholics for the New Evangelization. Through our graduate school, media, and parish programs, we equip Catholics intellectually, spiritually, and pastorally to renew the Church and transform the world for Christ.

JOB DESCRIPTION

The Executive Assistant is responsible for working directly with the Augustine Institute Executive Team and will be responsible for performing a number of administrative and transactional duties. The ideal candidate is highly self-motivated, professional, and capable of managing multiple tasks and prioritizing in a fast-paced entrepreneurial environment. Candidate will uphold a strict level of confidentiality and represent the organization with a professional, friendly demeanor.

JOB DUTIES

Communications/General Administrative Tasks

- Coordinate executive communications, including monitoring, screening, responding to and distributing incoming and outgoing communications.
- Collaborate with team members to prepare, edit, and distribute correspondence, communications, presentations and other documents.
- Participate in meetings in order to record and distribute minutes, including Board, Board sub-committee and executive leadership team meetings.
- Maintain files and retrieve documents and reference materials as needed for team members.
- Conduct research, collect and analyze data to prepare reports and documents.
- Liaise with internal staff at all levels.
- Interact with external clients as required.
- Assist HR Director and Office Manager with onboarding of new employees and office communications.

Scheduling/Calendar Management

- Manage reoccurring meeting schedules including issuing invitations, securing conference rooms, managing RSVPs, and rescheduling as necessary.
- Coordinate and manage travel itineraries for team members.
- Schedule appointments for team members.

- Receive guests and manage hospitality for visitors.
- Prepare for meetings including agenda development and distribution, hospitality, digital interfacing.

Corporate Events

- Arrange corporate events including hospitality, invitation development and distribution, RSVP management, and execution of all elements while working with cross-functional teams for promotion.

Contract/Intellectual Property/Building Management

- Coordinate trademark management/filings with outside legal counsel.
- Develop, issue, manage, and file all contracts.
- Interface with the property management company to coordinate building operational items, improvements and communications.

Specific duties are detailed above but may be supplemented by other duties assigned by the Chief of Staff.

JOB QUALIFICATIONS

Skills and Background:

- Communication Skills: Imperative.
- Organization Skills: Imperative.
- Experience: Minimum of 4+ years of experience as an Executive Assistant reporting directly to senior management.
- Mission Driven: Must demonstrate strong commitment to the mission of the Augustine Institute.
- Interpersonal Skills: Self-motivator with a positive attitude who enjoys helping people. Appreciates and leverages individual differences in perspective, style and skills.
- Productivity: Has ability to multi-task and prioritize. Works well under pressure to meet deadlines. Demonstrates initiative is proactive and accountable. Excellent administrative skills.
- Service Orientation: Welcoming, demonstrates a sense of urgency to meet others' needs, takes ownership/accountability of issues, demonstrates professional demeanor.
- Accuracy: Consistently delivers work of a high standard of quality, precision, and according to standards, procedures, rules, and regulations. Detail oriented.
- Adaptable: Ability to work in a dynamic environment and to adjust to new priorities as needed, and capable of achieving deadlines in all situations
- Location: Ability to work daily out of the Augustine Institute Greenwood Village office.

COMPENSATION and BENEFITS

- Compensation is based on experience.
- Relocation: THERE ARE NO RELOCATION REIMBURSEMENTS FOR THIS POSITION. ONLY APPLICANTS RESIDING WITHIN A REASONABLE COMMUTING DISTANCE TO DENVER, CO, WILL BE CONSIDERED FOR THIS POSITION.

COMPANY HISTORY

History: In 2005, as a response to the call of Pope St. John Paul II, Catholic scholars established in Denver a graduate school dedicated to transforming Catholic education for the New Evangelization.

Since then, the Augustine Institute has become the fastest growing Catholic graduate school in the United States and has quickly expanded into a multi-faceted institute providing strategic, disciple-based parish programming and leadership formation to dioceses and parishes across America.

In July 2015, the Augustine Institute and its partners launched FORMED, our digital, state-of-the-art, online platform (often referred to as a “Catholic Netflix”), which makes available the best Catholic content from a host of leading Catholic apostolates.