

## **Executive Assistant**

**The Minnesota Catholic Conference (MCC)**, the public policy voice of the Catholic Church in Minnesota, is seeking a joyful and entrepreneurial missionary disciple to serve as an Executive Assistant to the MCC Executive Director. The Executive Assistant supports the Executive Director in the work of carrying out the mission of the Minnesota Catholic Conference. Primary duties include managing the meeting calendar and external correspondence of the Executive Director; assisting with projects and MCC event logistics as assigned; assisting with the joint work of the Executive Director and MCC Business Manager related to regulatory compliance and MCC corporate management; assisting with internal human resource communications; filing and archiving hard copy and electronic materials; answering phones and providing hospitality; and providing general administrative support as needed.

The position is full-time, but a part-time role is negotiable based on skills and experience.

**Minimum requirements:** An evangelical and entrepreneurial spirit; seeks to support the work of the Church in the public arena; fidelity to the Magisterium of the Catholic Church; a bachelor's degree or two-years' experience in executive/administrative support or related field; excellent communication skills; proficiency in Microsoft Office applications.

**Preferred qualifications:** Four-years' experience in a related executive assistant role; experienced legal secretary.

**Send cover letter, resumé, short writing sample, and list of three references to [hr@mncc.org](mailto:hr@mncc.org) or HR Director, Minnesota Catholic Conference, 525 Park St., Ste. 450, St. Paul, MN 55103. No phone calls, please.**

**Position open until filled.**