



## **Executive Assistant** Bloomington, MN

**Job Description/Knowledge/Skills:** Saint Mary's Press is seeking an energetic, task- and detail-oriented person who would enjoy supporting a creative and engaged group of professionals who carry out the marketing, sales, eLearning, and web development strategies of Saint Mary's Press. The Executive Assistant works side-by-side the Director of our Ministry Care Team (marketing, sales, customer care) and eLearning teams, providing all levels of administrative support, demonstrating a keen ability to think critically in a fast-paced, creative environment. We seek a person who loves to build and maintain positive relationships with internal and external customers rooted in mutual respect and trust. Maintaining highest levels of confidentiality is a critical aspect of the role in the support of the Director. Attention to detail and tech savvy-ness with advanced Microsoft Office skills are required, as well as an ability to become familiar with various programs and software as needed. The ability to anticipate needs, be goal-driven, and self-motivated are also critical, as well as an ability to make timely decisions with little to no direction. An interest in learning about the Catholic market is a must along with a bachelor's degree and/or related experience. We are a highly collaborative and respectful team that likes to have fun. We're looking for someone who's looking for the same.

**Specific Responsibilities:** The Executive Assistant provides high-level support including:

- Support the Director by assisting with any and all professional duties that arise in a creative, flexible environment.
- Schedule & manage calendars for team meetings to ensure appropriate preparation time before meetings
- Make conference/travel arrangements including flight, hotel and transportation for a large team.
- Attend various meetings to take and maintain meeting notes, as appropriate, and to summarize meeting decisions, reminding constituents of tasks and dates due.
- Respond to internal/external requests for information
- Coordinate, organize and staff special meetings and events
- Ensure communications between all parts of the team are consistent and smooth
- Manage databases and other tasks that require high proficiency in Office suite of software
- Assist Director with budget management
- Provide Office Management support for our Bloomington office, including coordination with landlord, building maintenance, and safety officials
- Maintain confidential records and communications of the Director
- Other duties as assigned.