

Job Posting: Administrative Assistant

Title: Administrative Assistant for Ignatian Discernment Institute (IDI)

Reports to: Director (Fr. Timothy Gallagher, OMV) and Operations Manager of IDI

Location: Ignatian Discernment Institute | 416 22nd St., Suite 200 | Denver, CO

Overview

The Ignatian Discernment Institute is seeking a part-time Administrative Assistant for daily office operations, bookkeeping duties, event coordination, and support with sales and marketing. This job description should not be interpreted as all-inclusive; however, it is a thorough outline of the major responsibilities of the position.

Responsibilities

1. Assisting in daily operations

- Responding to phone calls, emails, and other communications through the IDI phone, email account, and website
- Taking stock, ordering and purchasing office supplies
- Maintenance of electronic and hard copy filing system of IDI foundational and other documents.

2. Assisting in bookkeeping duties

- Maintenance of donor database and recording of donations, gifts, and pledges
- Preparing and sending thank you notes to donors
- Quarterly filing of Occupational Privilege Tax with City and County of Denver
- Annual filing of sales taxes and other documents with State of Colorado and City & County of Denver

3. Events

- Managing hospitality for Summer Curriculum, including setting up and breaking down of site
- Tracking of requirements for certification by participants in Summer Curriculum
- Publicizing local events in Archdiocese of Denver publications
- Maintaining contact with IDI-certified teachers to assess their availability for events.

4. Sales/Marketing

- Ordering books for 5 Stones fulfillment service and shipping directly to events and customers—this occasionally requires lifting of approximately 30 lbs.
- Ordering books for IDI's own inventory at Denver facility
- Assisting in the creation of simple videos with camera and smartphone, including testimonials for website and social media

Skills needed:

- Ability to take direction and work independently with minimal supervision
- Excellent written and verbal skills
- Knowledge of Microsoft Office and database management
- Effectiveness in handling and solving problems in the workplace
- Ability to maintain discretion and confidentiality.

Requirements

- Bachelor's degree required
- Ability to adapt to work environment—job will begin at Lanteri Center in Denver but may move to another nearby site in Denver.

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