



Position: Executive Assistant
Status: Part-time, Non-exempt
Reports to: Executive Director
Salary: \$26-\$32/hour (DOE)
Location: Orange, CA

About Us

Loyola Institute for Spirituality is a 501(c)(3) organization that offers formation and enrichment opportunities in the tradition of Ignatian spirituality. Our programs and services are designed to accompany people on their journey toward a life-giving relationship with God, self, and others. Our programs are offered in various languages at locations throughout Southern California and online.

Description

Under the direction of the Executive Director, the Executive Assistant provides high-level administrative, operational, and strategic support to the Executive Director in advancing the organization's financial and operational goals. This includes supporting all aspects of the Executive Director's role as a leader, strategic planner, and fundraiser.

The Executive Assistant will also promote the culture of the organization, demonstrate initiative, and collaborate with the team to meet goals and objectives of the organization's mission, brand, values, and key business strategies.

Duties & Responsibilities

Development

- Oversee donor database management and communications
- Coordinate fundraising events, including annual gala and other initiatives
- Prepare timely and accurate reporting on campaigns and projects
- Contribute to ongoing strategic planning and campaign development

Communications

- Support creation and distribution of marketing and promotional materials
- Draft, edit, and format professional communications and internal documents

Executive/Administrative

- Coordinate meetings, conferences, and executive travel
- Ensure adherence to internal policies, budgets, and legal standards
- Provide flexible support through miscellaneous duties as assigned

Qualifications & Skills

- AA or Bachelor's Degree in administration, communications, marketing, or related field preferred
- Proven experience coordinating events
- Experience supporting development or fundraising operations
- Strong proofreading and copy-editing skills
- Strong organizational and multitasking abilities
- Technology skills with a proficiency in Google Workspace and Microsoft Office
- Familiarity with or the ability to learn DonorPerfect
- Bilingual in English and Spanish preferred
- Familiarity with Catholic Church structures and Ignatian spirituality a plus

Work Conditions & Physical Demands

- Work is primarily within an office setting with some access to working remotely.
- Ability to work some evenings and weekends to carry out job related duties.
- Ability to travel and transport materials as needed for the purpose of carrying out job related duties.
- Ability to sit for extended periods of time while performing administrative tasks.
- Frequent walking, standing, and moving around to support programs and events.
- Ability to lift and carry items up to 25 pounds, such as program materials, supplies, and event setups.
- Manual dexterity to operate office equipment, create materials, and manage paperwork.
- Visual and auditory ability to communicate effectively with staff, volunteers, and other constituents in person, by email, and by phone.

If interested, please send a cover letter and resume to Lupe Vizcarra at vizcarra@loyolainstitute.org.