

### **CCAS Executive Assistant for the Territorial Administrator**

Consolidated Catholic Administrative Services based in Roswell, GA, an established Catholic nonprofit administrative services organization serving Catholic apostolates nationwide through the Catholic Church's New Evangelization mission, is seeking an energetic, flexible, and proficient full-time Executive Assistant for the Territorial Administrator.



**REGNUM CHRISTI**  
LEGIONARIES OF CHRIST

The CCAS Executive Assistant assists the territorial administrator. He/she assists the territorial administrator with organizing and coordinating the work of the territorial administrator and his team. The role of Executive Assistant includes the following:

- Assists with preparing meetings such as team meetings, project meetings, budget meetings, committee meetings.
- Assists with drafting and sending regular internal communications.
- Coordinates the territorial administrator's role in various projects or responsibilities and assists with project management and follow up with the territorial administration's team.
- Plans and organizes events for the staff at the Mansell offices or approved location.
- Manages the reception at the Mansell office which includes mail, mail machine, and sacristy.
- Manages the cleanliness, order, purchases for the Mansell office.
- Manages the relationship with management of the Mansell office.
- Manages the calendar for the territorial administrator.
- Assists with managing email and responses for the territorial administrator.
- Manages travel plans for the territorial administrator and his team.
- Assists with the preparation of reports and plans.
- Attends various meetings, takes notes and prepares minutes for the meetings.
- Manages the purchases of IT equipment for territorial Legionary and lay staff and the Legionaries serving in the various localities throughout the US and Canada.
- Assisting with other tasks as required.

Values and Attributes to exhibit: Communion, Collaboration, Mutual Trust/Respect, Accountability, Subsidiarity, Team Player, Humble Service, self-awareness of one's abilities and limitations as well as how they affect others and the ability to recognize the abilities and limitations of others, respectful and open to the Teachings of the Catholic Faith, preferred to be practicing Catholic Faith and open to and very supportive of the mission of the Legionaries of Christ and the Regnum Christi Movement.

#### **Qualifications:**

- Bachelor's degree
- Professionalism, discretion, and honesty
- At least 5 years of experience.
- Ability to take notes, summarize conversations, give follow up to action items.

## Thy Kingdom Come!

- Discretion, ability to maintain confidentiality around information received while performing the above duties.
- Deep belief in our mission.
- Good knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint, Teams).
- Good Oral and written communication skills.
- Self-awareness of one's abilities and limitations as well as how they affect others and the ability to recognize the abilities and limitations of others.
- Bi-lingual (English-Spanish) is preferred

Ongoing education: regularly engages in professional development and certifications to increase his knowledge and capability in the field.

- Respectful and open to the teachings of the Catholic Faith. Practicing the Catholic Faith.
- Open to and very supportive of the mission of the Legionaries of Christ and the Regnum Christi Movement.
- Values to exhibit: Communion, Collaboration, Mutual Trust/Respect, Accountability, Subsidiarity, Team Player, Humble Service

### **Benefits:**

Generous paid time-off: holidays, vacation, personal and sick time, full employee and family healthcare coverage, and excellent 401(k) retirement savings benefits.  
Position is 100% on site.

Regnum Christi is an organization full of great people working to achieve the Catholic Church's modern evangelizing mission. If you are interested in joining our team, [apply here](#).

Application must include: (a) a meaningful cover letter; (b) wage expectations; and (c) resume.