



JECSE Office Assistant Job description – March 2025

Role description

The JECSE Office Assistant performs a variety of administrative and secretarial duties in support of the members of the JECSE Executive Team. S/he will work closely with the JECSE Director in the preparation of all formation provided by the JECSE office, taking care of their logistical and organisational aspects. S/he will be responsible for JECSE communications and promotion of events/activities.

Tasks and responsibilities

Office Management

- Manages the details of the JECSE office and carries out a variety of administrative tasks.
- Schedules and plan meetings and appointments, conference calls, virtual meetings.
- Manages staff meetings, travel plans and networking meetings.
- Prepares meeting reports.
- Assists the JECSE Director with JECSE Network and Global Network projects.
- Coordinates the collection and distribution of network surveys.

Programmes and Events Planning, Logistics and Follow-up

- Works with the JECSE Executive Team in the planning, execution and follow-up of all our conferences, meetings and events as required.
- Assists in the implementation of ongoing programmes, various meetings and events organisation.
- Responsible for the logistical side of organised events/conferences/training courses (bookings, dealing with venues, suppliers and service providers, etc.).
- Manages the registration process, providing guidance and support to registrants.
- Prepares (in collaboration with experts) and distributes materials for various formations.

Communication and Networking

- Helps to maintain good relations between JECSE and its member schools.
- Collect materials and produce the JECSE newsletter in collaboration with Educate Magis.
- Support communication and promote fellowship within our network.
- Support the promotion of JECSE projects and the dissemination of project results.
- Develop (in collaboration with experts) and disseminate content related to Jesuit education and JECSE projects.
- Collect and ensure ongoing accuracy of constituency-based email distribution lists.
- Assist with the management of the JECSE website and its social network pages.

Other Responsibilities and Duties

- Active participation in JECSE Task Forces.
- Other duties as may be periodically assigned by the JECSE Director.

Requirements and/or essential qualifications

Education

- Degree in administration, communications or business administration is preferred but not obligatory.

Experience:

- A mature, reflective and committed person.
- Knowledge of the Society of Jesus and familiarity with its mode of governance with openness to Ignatian Spirituality.
- Experienced in an international setting and understanding the importance of intercultural communication.
- Experience in a similar position would be an advantage but is not required.

Languages: Fluency in English is mandatory. Other European language desirable (especially French and Spanish).

Communication and team work competencies

- Has a genuine interest in people and has very good inter-personal skills.
- Has excellent verbal and written communication skills and can communicate clearly and with conviction using digital tools.
- Is a good organiser – efficient, methodical and calm with knowledge of office management systems and procedures.
- Has an ability to work as a member of a team.
- Able to work independently and meet deadlines.
- Has time management skills and ability to multi-task and prioritize work.

Information and communication technology (ITC) skills

- Computer skills (software and web tools) - particularly proficient in MS Office. Familiarity with design editing software (e.g. Canva, Photoshop or similar) and content management systems (WordPress) will be a strong advantage.
- Website skills and ability to navigate social networks.
- Willingness and ability to undertake distance learning projects.

Reporting/accountability

- Be accountable, in the first instance, to the Director of JECSE. To this end, regular oral reports on the work carried out are given at least once a month.
- Ultimate responsibility lies with the Board of Directors (under the leadership of the JCEP President).
- Reporting to the JECSE Board or Education Delegates at their annual meeting may be required.



Job offer details

Date: 01.09.2025 (possibility, if available, to start before)

Location/ place of work:

- The successful candidate can be based in his or her own country, profiting from local backup and collegiality.
- Most of the activities will be coordinated and managed online, so opening up for distance working is essential.
- Availability and willingness to travel are essential (it is necessary to attend all major meetings organised by JECSE).

Time:

- The role is a full-time position (40 hours per week).
- Days and hours of work may be negotiable.
- Must be able to work weekday office hours with travel, weekend, or evening work when necessary.

Contract:

- The term of office is for two years but renewable pending review.
- JECSE is open to **secondment** arrangements for those currently working for Jesuit institutions. In this case, the successful candidate will maintain links with their existing workplace and continue to enjoy any benefits associated with their current employment. In other cases, it is also possible to work as a **contractor** (B2B).

Salary: Salary is negotiable but reckoned to be equivalent to that of a school secretary salary in the candidate's place of residence.

Applications: To apply for this position please send email with the subject "JECSE Office assistant post" to director@jecse.org before 04 April 2025 attaching:

1. *Motivation Letter* explaining your competency for this position. Be sure to detail your specific interests in the role and to include your **compensation requirements**.
2. *Curriculum Vitae*.

Candidates review begins on 9th April 2025.