



Society of the Divine Word CHICAGO PROVINCE

Administrative Services Director Position Opening

The Chicago Province of the Society of the Divine Word, a Catholic religious community of missionary priests and Brothers, located in Techny (Northbrook) Illinois has an exciting opportunity for someone who is interested in continuing his or her management career in church-related administration. This full-time salaried position reports directly to the Provincial Superior who will count on this person to support him in many areas of administration and highly confidential provincial matters.

The ideal candidate will be highly organized, have excellent written and oral communication skills, knowledge of standard office computer programs, maintain confidentiality, work with a variety of constituencies and collaborate well with the Provincial Superior and the Provincial Secretary. It is important that the candidate has a strong background in Catholic theology and familiarity with Canon Law along with 5 plus years of middle to upper management in church or church-related administration.

Primary focus of this position

- Assist in all matters and procedures needed for the routine administration of the Chicago Province.
- Assists the Provincial Superior in preparing the monthly Provincial Council agenda and documentation packets for council members. Prepares the minutes following each Provincial Council meeting.
- Assists the Provincial Superior in preparing official correspondence.
- Assists the Provincial Superior in preparing the schedule, procedures, topics and speakers / facilitators for meetings, gatherings and events including the Province Assemblies, Chapters, Local Superiors, First Five and similar meetings and events. Assembles, prepares, and distributes all necessary materials.
- Administers the triennial election process including the schedule, procedural guidelines, ballots, memos, and mailings according to the Society of the Divine Word norms.
- Directly supervise Archivist, Director of Media and Public Relations, Provincial Secretary, and Province Center Receptionist.
- Supervise the preparation, maintenance and updates of numerous reports, databases, directories, lists files and documents within the Superior Provincial office.
- Compiles agenda, schedule and takes minutes for the Province Center Committee meetings and publishes the internal communication bulletin for Province Center staff.
- Assists Chicago Province Treasurer regarding facility management.

Benefits

- Sick and Vacation paid time off
- **Employer** paid medical, dental and vision insurance
- Defined Benefit Pension plan and Retirement Saving Plan

Contact Nancy Silver, HR Director, nsilver@technydwr.org, 847-412-1116