



<b>JOB TITLE:</b>	<b>Chapter Management Team Assistant</b>
<b>EFFECTIVE DATE:</b>	January 1, 2025
<b>FLSA CLASSIFICATION:</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt / <input type="checkbox"/> FT <input checked="" type="checkbox"/> PT / <input type="checkbox"/> Salary <input checked="" type="checkbox"/> Hourly
<b>REPORTS TO:</b>	Lead Chapter Manager
<b>DEPARTMENT:</b>	Chapter Management

**SUMMARY:**

The ACTS Apostolate encompasses ACTS Missions (ACTSM), ACTS Missions Chapters, and ACTS Cores. The apostolate partners with Catholic parishes in building vibrant, active communities through ACTS Retreats and ongoing parish support. The bilingual Chapter Management (CM) Team Assistant’s primary duties include supporting the efforts of the CM Team by facilitating communication (phone calls, emails and visitors) regarding Chapters and Cores. The CM Team Assistant is a servant leader dedicated to the mission of the apostolate.

**Responsibilities:**

*Assistant to the Lead Chapter Manager (20%)*

- Oversee the manager’s daily schedule, monthly activities and conference calls
- Prioritize and prepare for upcoming meetings including preparing reports, taking minutes, and finalizing meeting details
- Manage travel expense process

*Administrative Support (80%)*

- Initiate, screen, and receive phone calls on behalf of the CM Team; take, retrieve, and relay messages as needed
- Manage the “Bring ACTS to my Parish” requests including documenting processes related to the standard operating procedures
- Manage the “Scholarships” requests including documenting processes related to the standard operating procedures and making recipient recommendations to the Lead Chapter Manager for final approval
- Maintain the Active Parishes database with current pastor and Core leadership contact information
- Maintain a Mission Directors database to include past, current, and potential future directors for retreats (English & Spanish Men’s & Women’s, Teens); coordinate with Chapter Managers to obtain information from Chapters
  
- All other duties the Supervisor may deem a necessary job responsibility, e.g. short-term special projects



### **Required Minimum Qualifications:**

- Must possess excellent organizational skills; strong attention to detail; ability and flexibility to handle new tasks and shifting deadlines; and effective multi-tasking abilities
- Must have excellent editing, proofreading, grammar, spelling, and outstanding communication skills, orally and in writing
- Ability to handle high-volume workload is essential
- Expert proficiency with verbal and written communication in English and Spanish
- Excellent communication and interpersonal skills
- Expert facility with technology including, but not limited to desktop/laptop familiarity, Office 365, virtual communication (phone, online video conferencing, email)
- Experience as an ACTS Retreatant and Team Member; additional experience serving as an ACTS Director, parish ACTS Core member, and/or a member of an ACTSM Chapter preferred; or willingness to attend an ACTS Retreat within first six months of employment
- Ability to work effectively in teams
- High school diploma; college degree preferred
- Knowledge of Catholic teachings and hierarchy

### **Working Conditions:**

- General Office work environment
- Ability to occasionally lift/push/pull 0-20 lbs alone; physical activities include, but are not limited to, talking, sitting, repetitive motions, and typing for 75-100% of time while on duty
- Ability to work evenings and/or weekends
- Valid Texas Class C driver's license and insurable

### **Additional Information:**

- Office hours are 8:30 AM – 5:30 PM, Monday-Friday; additionally, there may be occasion to travel and/or participate in evening and weekend activities as needed
  - Flexible 4-hour increments Monday-Friday during office hours
- Position is office-based
- Position is contingent upon Background Check and required job requirements

### **INTERESTED APPLICANTS:**

- Please submit an introduction letter and resume to [employment@actsmissions.org](mailto:employment@actsmissions.org)
- Position open until filled

The above information is intended to describe the general nature and level of work being performed by employees within this classification. It is not intended to be construed as a comprehensive list of all duties, responsibilities and qualifications of employees so classified.