



Administrative Coordinator - Full Time 40 hrs/week

Franciscan Sisters of the Poor, 60 Compton Road, Cincinnati, Ohio 45215

(513) 761-9040 ext. 110

Job Summary

The Administrative Coordinator provides support for the Franciscan Sisters of the Poor Congregational and Local Leadership and Sisters. Coordinates and executes work, projects and events. Prepares, distributes, retains materials and files. Manages time-sensitive needs and highly confidential materials relating to legal and administrative functions of the Congregation. Safeguards the confidentiality of information in all aspects of daily duties. This position requires a blend of administrative expertise and interpersonal skills to effectively manage various tasks and assist team members.

Position Requirements

- Associate degree in business administration or comparable field
- 3 -5 years of administrative or executive support experience.
- Strong attention to detail and accuracy.
- Proficiency in computer literacy, including Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent organizational skills with the ability to prioritize tasks effectively.
- Strong communication skills, both verbal and written, to interact with staff and Sisters professionally.
- Ability to work independently as well as part of a team in a fast-paced environment.

Responsibilities Include:

- Coordinates and executes work as needed/requested by SFP Congregational and Local Leadership (Leadership). Including communications, facilitate meetings and schedules.
- Provides support for US Membership residing on St. Clare Campus
- Oversees the Wedding Ministry and the position of Wedding Coordinator. Assists with weddings as needed. Interfaces with the Archdiocese of Cincinnati personnel, ministers, wedding party or vendors/service provided as needed or requested by Wedding Coordinator.
- Oversees the work of the Administrative Assistant, and covers position as needed including:
- Oversee and supports the information technology and related communication needs of US sisters and employees.

- Initiates, maintains and monitors renewal dates for leases, contracts and service agreements related to areas of responsibility. Reviews all documents with Campus Administrator for signature or further review with Congregational Leadership.
- Participates in the development and implementation of annual budgets for areas of responsibility. Monitors expenses and seeks to identify cost saving measures.

To apply: Send resume to dhr@franciscansistersofthepoor.org