

JOB OPPORTUNITY

Taking inquiries beginning May 1, 2022

Missionary Servants of the Most Holy Trinity (Catholic Men's Religious Congregation) Vocation Promotion Administrative Assistant

General description: To help Vocation Director and his Associate in the following areas with the goal of maximizing efficiency and effectiveness in vocation promotion.

1. Make initial response to vocation inquiries on behalf of vocation directors and then continue discernment with some prospects. Keep database and contact schedule, contact notes for our communications with these prospects.
2. Help vocation directors calendar, plan and carry-out events (when feasible) for vocation promotion.
3. Help maintain communication with vocation promotion contacts/teams in the United States, Puerto Rico and other English-speaking countries where contacts/teams exist.
4. Assist in Social Media promotion, e.g. Facebook, Instagram, etc.
5. Help distribute vocation promotion materials to our congregation members and to appropriate places of vocation promotion locally and nationally.
6. Help with keeping track of finances/budget and other necessary reports.

Reports to Vocation Director / Associate.

20-24 hours / week

Some computer, social media experience very helpful

Local and regional travel from time to time. National travel may be needed on occasion.

Work at home is possible (but a weekly or bi-weekly meeting in the Chicago office will be necessary)

Bi-lingual (Spanish) is a plus, but not required

Send cover letter and resumes to Br. John Skrodinsky, S.T. at usavocations@trinitymissions.org