

Franciscan Sisters of Allegany

Job Announcement

The Franciscan Sisters seek to immediately fill an **Executive Assistant** position.

The Assistant reports to the Congregational Minister of the Franciscan Sisters of Allegany. Excellent interpersonal and communication skills highly desirable.

Duties include:

Prepare formal business correspondence and organize support material for various meetings.
Arrange travel and all related reservations.
Maintain accurate calendar.
Perform routine secretarial duties.

Confidentiality and organizational skills are highly valued. Experience desired with all facets of Microsoft Office. An associate degree or an equivalent combination of education and experience is required.

Please send resume and cover letter by December 14, 2018 to Search Committee, Franciscan Sisters of Allegany, P.O. Box W, St. Bonaventure, NY 14778.

An Equal Opportunity Employer, committed to fostering diversity in its staff, encourages applications from the entire spectrum of a diverse community.