



US-CHINA CATHOLIC ASSOCIATION (USCCA)

JOB OPENING: ADMINISTRATIVE ASSISTANT

Position description & responsibilities

The US-China Catholic Association (USCCA) is a small nonprofit that maintains ties between the Catholic communities in China and the U.S. The USCCA hosts conferences, study tours in China, speaking events, a news letter, member services, and mission appeals in parishes across the country.

The USCCA seeks a part-time administrative assistant who can work with the executive director on the following:

- oversee of select programs, as determined in consultation with the executive director
- monitor USCCA program email inbox(es) and respond on behalf of the USCCA
- maintain relationships with a wide range of constituents, from board members to priests and sisters to journalists to scholars and community service groups
- assist in event promotion and planning
- coordinate other staff

The executive director is willing to tailor a position to best meet the experience and talents of the candidate.

Time commitment per week: 15 hours or more (depending up the responsibilities agreed upon). Could evolve into a full-time position.

Hours: extremely flexible

Location: office location is Berkeley; many tasks can be accomplished online or remotely; office presence required two to four times a month.

Position begins: Now.

Desired qualifications

Candidate should have

- good organization skills
- good communication skills
- general facility with computers
- facility with Salesforce (our contacts relationship software), or willingness to learn
- appreciation of and interest in the mission of the USCCA

Remuneration

\$18 to \$22 per hour to start, depending upon experience and relevant skills.

Interested applicants

To inquire further, please contact:

Fr. Michael Agliardo

director@uscatholicchina.org

(510) 900-2015

1646 Addison Street, Berkeley, CA 94703

To apply submit a letter of intent, a brief resume, and at least one job reference.