



Bellarmino
College Preparatory

Christian Service Program (CSP) Administrative Assistant

Bellarmino College Preparatory, a Jesuit secondary school, has been educating young "men for and with others" in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

Bellarmino College Preparatory in San Jose, California invites applications for the Christian Service Program Administrative Assistant position. The CSP Administrative Assistant will provide support to the Director of the Christian Service Program and two Assistant Directors. Working at Bellarmine College Preparatory requires a commitment to the mission and values of the school, as well an enthusiasm for contributing to its co-curricular programs.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

Essential Responsibilities

- Assist with scheduling, communications, and promotions for service, advocacy, drives, outreach, and immersion events
- Assist with service days, weekly service trips, monthly outreach events, and annual drives
- Assist with scheduling transportation, drivers, food, and room setup for on and off-campus events
- Communicate with and grow partnerships with community service agencies
- Design and distribute forms, flyers, and signs for CSP processes, drives, events, and outreach activities
- Manage and update CSP content on the school's website and intranet
- Post service opportunities on x2VOL, the student service platform
- Generate and update reports, letters, files, online resources, and forms as needed, including but not limited to quarterly service hours status and entries
- Manage and respond to general inquiries from students, parents and agencies
- Serve as a welcoming and hospitable presence for the department
- Assist with and participate in service-learning trips
- Assist with immersion trip preparation and events
- Assist with social media and video production
- Liaise with partners and programs across campus
- Participate in Faculty meetings, retreats, and community events
- Support the mission and philosophy of the department and school
- Abide by all department and school policies and regulations
- Maintain office supplies
- Assist with other duties and projects, as needed

Minimum Qualifications/Skills

- Bachelor's degree or equivalent experience
- Proficient in MS Office, Word, Excel and PowerPoint, Planner, Teams
- Excellent writing and proofing skills
- Strong organizational skills with excellent attention to detail
- Excellent interpersonal and communication skills
- Strong presentation skills
- Basic design experience
- Ability to multi-task and set priorities in a flexible fluid environment
- Ability to take initiative on department needs
- Ability to work under pressure while meeting stringent deadlines
- Ability to work independently yet be an active participant in the team

- Excellent customer service
- Experience working with a diverse group of people

Preferred Qualifications

- Website maintenance experience – working closely with a webmaster
- Experience with virtual meeting tools
- Experience with educational technology tools
- Experience writing letters, articles and other marketing collateral
- Experience working in a Jesuit school
- Experience with volunteering activities

Physical Requirements

- Ability to lift 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the applicable working environment as needed
- Ability to travel around our campus safely and comfortably
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material and on a computer screen (often for extended periods of time) and/or on a mobile device/laptop

General Information

- This position is classified as a Regular Part-Time, Non-Exempt position; Work hours may vary which could include evenings and weekends
- This position reports to the Director of Christian Service
- This position is eligible for Bellarmine’s excellent benefits package
- This is not a telecommuting position

To Apply Online: Please complete the ***Bellarmino Staff Application Form*** located on our [employment web page](#) under Employment Applications and send along with a resume and cover letter to hr@bcp.org, indicating “CSP Administrative Assistant” in the subject line of the e-mail.

Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law.

**As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*
