



THE CENTRE FOR BIBLICAL FORMATION  
NOTRE DAME DE SION • JERUSALEM

*the bible • the people • the land*

## **JOB POSTING ADMINISTRATIVE ASSISTANT**

**The Centre for Biblical Formation (CBF) is seeking a highly motivated, dynamic individual to be responsible for the administrative functions of the CBF office.**

The Centre for Biblical Formation (CBF) (Jerusalem), a ministry of the Congregation of Notre Dame De Sion, provides a range of Biblical Formation programs in English, French and Spanish/Portuguese. Biblical formation is at the heart of the life and ministry of the Congregation of Notre Dame de Sion. The Centre for Biblical Formation has been providing high quality biblical education and faith formation in the Holy Land since 1982. The Centre is committed to living out the vision of its founder, characterized by “a threefold commitment to the Church, the Jewish people and to a world of justice, peace and love” (NDS Constitutions # 13)

The Centre for Biblical Formation in Jerusalem offers programs of study centered on the Word of God: drawing on Jewish sources and tradition, visiting sites related to the biblical text; reflecting on relevant Church Documents; and engaging with the peoples of the Land. For more information visit: <https://www.biblicalformationcentre.com/>

### **JOB DESCRIPTION**

The Administrative Assistant is responsible for conducting and coordinating the administrative and operational aspect of CBF. This position supports the CBF office and its various areas of work: programs, outreach, communications and finance.

### **DUTIES AND RESPONSIBILITIES**

#### **Office Administration**

- Responsibility for the general operation of the CBF office, ensuring that operations and procedures are in place to fulfil CBF’s mission effectively and efficiently.
- Work with the reservation’s office on upcoming programs
- Oversee the effective and efficient operation and maintenance of office equipment, supplies and space.
- Oversee and monitor contract services with computer/network service provider.
- Ensure that electronic and hard copy filing systems are up to date and meet CBF needs.
- Identify areas for improved organization and efficiency.
- Answer phone calls and respond to general correspondence as needed
- Contribute to an atmosphere of welcome and hospitality for visitors.

#### **Finance Administration**

- Work closely with the accountant to administer and prepare CBF budgets, finances and audit preparation
- Maintain petty cash, reconcile and submit reports.

## Program Administration

- Assist the Director and Program Coordinator with the administrative needs of program preparation and delivery.
- Contribute to the maintenance of fluid, supportive relations with prospective students.
- Oversee the organization and logistical support of CBF meetings and social activities.
- Assist in the planning and carrying out education events and other activities, as required.
- Work closely with the webmaster and the registrar in the production and editing of the website.
- Collaborate in the preparation of CBF advertising, newsletter and social media.
- Take minutes at meetings and prepare drafts for the Director's approval.
- Direct support to CBF Director as required.

## Qualifications

- Advanced computer skills including Microsoft Office software and Internet tools is required.
- Excellent command of written and spoken English.
- Knowledge of Arabic, Hebrew, Spanish and/or French is an asset.
- Self motivated professional with the ability to take initiative.
- Attention to detail combined with creative problem solving.
- Ability to work as a dedicated team member.
- Cross-cultural communications skills.
- An understanding and commitment to the mission of Notre Dame de Sion.
- Post-secondary education plus 2 -3 years of relevant experience.
- Strong administrative, interpersonal and organizational skills.

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| <b>OFFICE LOCATION:</b> | Ecce Homo, Old City, Jerusalem |
| <b>POSITION TYPE:</b>   | Part-time 1 year- renewable    |
| <b>START DATE:</b>      | To be determined               |
| <b>ACCOUNTABILITY:</b>  | Reports to the Director of CBF |
| <b>SALARY RANGE:</b>    | TBD                            |

To apply for this position, please submit a resume and cover letter highlighting how you meet the requirements to [director@biblical-program.com](mailto:director@biblical-program.com)

Applications will be reviewed as they are received until a suitable candidate is found. We seek to fill this position immediately and encourage you to apply early.

Closing date: **June 1, 2020.**

CBF is committed to diversity in its workplace and welcomes applications from qualified candidates.

**We thank all applicants for their interest, but only those selected for the next stage in the recruitment process will be contacted.**