Executive Secretary

JOB DESCRIPTION		
Position Level Mid-level to Senior Level Officer	**Department** General Operations	**Salary Range**
Location Quezon City	**Reports to** nLC Vice President	**Supervises** CLC Center Staff

JOB PURPOSE

The Executive Secretary provides high-level administrative, coordination, and operational support to the National Leadership Community (LC), and the National Secretariat. This role ensures efficient office operations, organized documentation, effective communication flow, and timely implementation of Secretariat tasks. The Executive Secretary contributes to the overall mission of CLCP by enabling smooth processes, maintaining systems, and supporting national programs and events.

DUTIES AND RESPONSIBILITIES (EXPECTED CONTRIBUTION)

1. Administrative and Office Management

- Maintain organized office systems, files, and records (physical and digital) for the National Secretariat.
- Manage calendar, schedule meetings, and coordinate appointments for the nLC.
- Draft, prepare, and finalize correspondences, reports, minutes, and presentations as required.
- Handle incoming communication (email, phone, letters) and ensure timely response and follow-through.
- Ensure smooth day-to-day operations of the Secretariat office, including supplies, logistics, and coordination with Ateneo facilities when needed.

2. Secretariat Support and Coordination

- Provide administrative support to all National Teams, Directors, and units (Formation Institute, Membership Development, Resource Management, Community Development, etc.).
- Assist in tracking implementation of National Leadership Community decisions and Secretariat commitments.
- Coordinate tasks, consolidations, and information needed by the Executive Director for reporting and planning.
- Maintain updated databases, records, directories, and Secretariat documentation.

3. Event and Meeting Support

- Assist in the preparation and execution of nLC meetings, assemblies, conventions, and national events.
- Handle logistics, invitations, registrations, documentation, and technical requirements for national gatherings.
- Prepare minutes of meetings, document key decisions, and ensure proper dissemination and filing.

4. Communication and Documentation

- Draft official letters, announcements, internal memos, and communication materials.
- Maintain internal communication channels to ensure timely flow of information among staff, volunteers, and communities.
- Support the nLC in preparing briefing papers, reports, and presentations for internal and external engagements.

5. Liaison and External Coordination

- Coordinate with partner institutions, ecclesiastical bodies, NGO networks, and regional/community representatives when needed.
- Represent the Secretariat office in logistical coordination and follow-ups with external partners.
- Assist in maintaining a positive and professional image of CLCP in all communications.

6. Support to Human Resources and Operations

- Assist in recruitment processes by coordinating schedules, communicating with applicants, and preparing documents.
- Organize and track staff requirements, performance evaluation schedules, and personnel records.
- Provide administrative support in training, development, and volunteer engagement activities.

SKILLS AND COMPETENCIES

1. **Leadership and Relationships**

- Mature interpersonal skills; works collaboratively with staff, volunteers, and partners.
- Exercises discretion, confidentiality, and professional conduct.
- Fosters a service-oriented and mission-supportive working environment.
- Represents the Secretariat with courtesy and organizational competence.

2. **Planning, Budgeting, Organization, and Control**

- Strong organizational skills; manages schedules, workflows, and documentation effectively.
- Coordinates event and meeting logistics to ensure smooth execution.
- Maintains effective office systems and databases.
- Supports operational follow-through on Secretariat and nLC decisions.

3. **Decision Making and Disposition**

- Uses sound judgment in prioritizing tasks and information.
- Shows initiative in routine matters; escalates issues responsibly when needed.
- Demonstrates calmness, adaptability, and balanced disposition under pressure.
- Acts with responsibility, integrity, and mission alignment.

4. **Professional and Technical Skills**

- Excellent writing and documentation (reports, minutes, correspondences, memos).
- Proficient in MS Office, Google Workspace, and communication platforms.
- Strong attention to detail; handles multiple tasks efficiently.
- Applies office protocols, formats, and workflows consistently.

EDUCATION AND QUALIFICATIONS

Education:

Bachelor's degree in Office Administration, Business Administration, Communication, Education, Social Sciences, or related fields.

Experience(s):

- ✔ At least 2–3 years of experience in administrative, executive assistance, or secretariat work (experience in non-profit or faith-based organizations is an advantage).
- ✔ Strong English and Filipino oral and written communication skills.
- ✔ Ability to draft reports, correspondences, and meeting documents clearly and professionally.
- ✔ Proficiency in MS Office (Word, Excel, PowerPoint), Google Workspace, and basic digital tools.
- ✔ Basic understanding of financial documents is an advantage.
- ✔ Knowledge of Ignatian spirituality or prior involvement in formation work (retreats, recollections, campus ministry) is preferred but not required.
- ✔ CLC membership is a plus but not mandatory.

WORKING CONDITIONS

- Primarily office-based with flexibility depending on organizational needs.
- May require occasional travel for national events, assemblies, or meetings.
- Occasional weekend or evening work during major programs, assemblies, and peak event seasons.
- Works closely with the CLCP staff, National Teams, volunteers, and external partners.