

AVILA FOUNDATION

HIGH CALLING PROGRAM

Job Description

Job Title	High Calling Program, Administrative Assistant
Responsible To	Director of High Calling / Avila Institute Operations Manager
FSLA Status	Full-Time, Salaried
Position/Purpose	The Avila Foundation is seeking a full-time Administrative Assistant to support the teams for the High Calling program in the day-to-day operations.
Personal Attributes	• In good standing and fully in conformance with all Church teaching. • Daily prayer life and desire to pray and share in community life. • Candidates need to be serious in their desire to be a part of priestly renewal. • Strong computer skills • Strong organizational skills • Strong interpersonal skills • Team oriented and good listening skills. Able to follow directions precisely and promptly. • Ability to work efficiently with minimal supervision.
Primary Responsibilities	• Sales Board management: Become proficient with organizing platforms and accurately input, track, and update data. • Student onboarding support: Assist with welcoming and onboarding new students into program workflows. • Contract and invoicing preparation: Assemble Diocesan contracts and manage invoicing processes. • Daily correspondence: Communicate consistently with Vocation Directors and students; maintain organized daily email flow.

	• Candidate scheduling: Schedule meetings with candidates, including outreach and coordination with Instagram contacts. • Assisting with admin support for the Initiative for Priestly Renewal. • 3-4 weeklong trips to represent Program at National Conferences / Retreats • Team support duties: Provide additional administrative or operational support as needed.
Secondary Opportunities	• Access to all Avila courses for free. • Health, Dental, and Vision insurance. • Flex benefits. • Life and Disability insurance. • Unlimited PTO