



<b>Job title</b>	<b>WWU Newman Peer Minister of Administration</b>
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*Please return cover letter and resume to Emma Fisher by Sunday May 12th*

### **Job Description**

This person is an individual who is passionate for Christ and wants to share the light of Christ with others through their work. This role is for an individual who enjoys assisting in planning, logistical tasks, and communicating with others. This person must be detail focused and able to work well in both a team setting and independently. The PM of Administration is responsible for many of the behind the scene details of operations here at the Newman.

### **Duties and Responsibilities**

- Exhibits a welcoming & positive attitude
- Works closely with the Peer Minister Team and Director to:
  - Make reservations – Design marketing – Update website
- Communicates professionally with volunteers and the greater Catholic community via:
  - E-mails - Phone Calls - In person
  - Weekly: Bulletin – Announcements – E-mails
- Assisting with marketing and mailings
- Weekly Staff & Event Meetings
  - Regular 1:1's with the campus minister or campus director
- Helps with development work as delegated by the director
- Holds office hours to maintain accessibility of Newman Center to students
- Works with the Peer Minister team to keep the Newman Center clean and welcoming
- Maintain positive relationships with students and FOCUS missionaries

### **Qualifications**

- Loves Jesus and can share their love of Jesus with others
- Prays 20 min or more a day
- Practicing Catholic in good standing
- Engaging in a form of faith formation and growth:
  - Ex: Bible Study, Scripture Catechism, Religious Reading, and or/seeking out Spiritual Direction
- Embodies a growth mindset in both human formation and apostolic formation
- Proficient in Microsoft Office, Outlook, & Adobe Suite
- Organized & Punctual
- Can communicate clearly and effectively both verbally and electronically

### **Important Information:**

**Hours to be worked:** 8+ per week

**Schedule:** Must have student work schedules asap prior to the start of the new quarter.

**Attendance:** Staff is expected to attend Newman Mass on campus Sunday evenings and quarterly retreats

### **Questions?**

**Please E-mail Emma Fisher:** [EmmaFisher@wwunewman.com](mailto:EmmaFisher@wwunewman.com)