



THOMAS BECKET FOUNDATION

BROWN-RISD CATHOLIC COMMUNITY

Position: Executive Assistant – Brown-RISD Catholic Community, Providence RI

Employment Type: Full-Time, In-Person

About Us

The Brown-RISD Catholic Community (BRCC) is a vibrant ministry of the Diocese of Providence, served by the Dominican Friars of the Province of St. Joseph and supported by the Thomas Becket Foundation. Together, we foster faith, community, and intellectual growth among the students of Brown University and the Rhode Island School of Design.

Position Summary

We are seeking a **full-time Executive Assistant** to support the Catholic Chaplain and the daily operations of the Catholic Center. This in-person role is ideal for someone who thrives in a mission-driven environment, enjoys managing diverse responsibilities, and is passionate about serving the Church and university community.

Key Responsibilities

Fundraising & Alumni Relations

- Coordinate donor communications, including newsletters, email updates, and tax letters
- Check P.O. Box weekly for donations and depositing checks at the bank once processed
- Input donations into Salesforce and manage donor correspondence
- Plan and execute alumni engagement and fundraising events (may include occasional travel)
- Prepare materials for biannual Thomas Becket Foundation Board meetings

Digital Media & Communications

- Maintain and update the Catholic Center website and social media (Instagram, Facebook)
- Keep the Catholic Center's calendar current and accurate
- Capture and share photos from major events (Holy week, Special Masses, etc.)

Operations & Administration

- Manage office inventory and order supplies
- Prepare printed materials for retreats, Holy Week, and other special/major events
- Oversee donations, monitors bank accounts, deposits, and financial tracking
- Works with the Board Treasurer and bookkeeper in maintaining QuickBooks
- Support event logistics and general administrative needs

Student Support

- Collaborate with student leaders and assist with outreach initiatives
- Provide organizational support for student programs and activities
- Other administrative duties as assigned by the Catholic Chaplain

Qualifications

- Excellent time management, organization, and communication skills
- Ability to work both independently and collaboratively within a small team
- Working knowledge of Salesforce, Mailchimp, and QuickBooks (preferred)
- Understanding of and commitment to the teachings and life of the Catholic Church

Application Deadline: November 30, 2024

Desired Start Date: December 8, 2024

To apply, please send your **resume and cover letter** to **Fr. Justin Bolger, O.P.** at justin_bolger@brown.edu.