

HIRING ANNOUNCEMENT

Title: Operations Manager

Reports to: Director of Operations and Special Initiatives

Job Overview: The operations manager is the responsible for the daily operations of the Christian Brothers Conference (CBC) office, which is moving to Lewis University in Romeoville, Illinois, effective June 1, 2024. This staff member will support office administration, CBC programs and events, and the work of committees associated with CBC.

The operations manager will be based in the Romeoville office, on the campus of Lewis University.

CBC is the office for the Lasallian Region of North America of the De La Salle Christian Brothers (Institute of the Brothers of the Christian Schools). It provides programming and support for the four Districts (Provinces) of the Lasallian Region of North America and the more than 100 ministries primarily in the U.S. and Canada. The Lasallian mission is rooted in the vision and innovative spirit of Saint John Baptist de La Salle, patron saint of teachers, who founded the Institute in 1680 to provide a human and Christian education to the young, especially the poor.

Key Responsibilities:

- Handle incoming mail, deliveries, calls, and visitors to the office. Notify staff members of important mail/deliveries.
- Support finance staff by communicating the receipt of checks and financial correspondence. Deposit checks as requested.
- Liaise with Lewis University staff in respect to office needs, maintenance, etc.
- Support administration of the office, including monitoring and ordering office supplies, and supporting remote staff members with home office needs.
- Assist with planning and execution of quarterly all-staff gatherings.
- Support programs staff on administration of formation programs, events, conferences, retreats and other gatherings. This requires communication with outside constituencies, including committee members, retreat centers, and hotels. This will also include the preparation and shipping of supplies for programs.
- Work with key staff to support the committees, councils, working groups, and other groups supported by CBC. This includes scheduling meetings, working with relevant staff and volunteers to create agendas and other resources, planning travel and program coordination, taking minutes at meetings, and other responsibilities as needed.
- Provide necessary support to the executive director and others, as appropriate.



Candidate Profile:

The ideal candidate will likely have a bachelor's degree in a field relevant to this work. They will be highly organized, an excellent communicator, and exhibit a great deal of professional discretion. The candidate will be able to work independently and collaboratively. The candidate must be willing to work in an in-office setting at Lewis University.

Benefits:

Christian Brothers Conference offers excellent benefits, including fully paid health insurance, 20 vacation days annually, a generous parental leave policy, and a pension plan. There is a commitment to professional development of all employees. This position will also have certain Lewis University benefits, which includes access to the gym, library, chapel, and other resources as helpful.

Hiring process:

Please send a cover letter expressing your interest in the position and a resume to jobs@cbconf.org.

Updated March 12, 2024