

Associate, Events and Administration



Building Faith | Inspiring Hope | Igniting Change

Spring 2025

CATHOLIC EXTENSION SOCIETY

Founded in 1905, Catholic Extension Society's mission is to work in solidarity with people to build up vibrant and transformative Catholic faith communities among the poor in the poorest regions of America. Catholic Extension Society accomplishes this by strategically partnering with Catholic dioceses to build facilities, educate leaders, and support essential ministries in the most under-resourced regions of the country. With its high-touch and innovative approach, Catholic Extension Society helps Catholic faith communities build their capacity to inspire hope and drive positive change.

The organization's impactful initiatives include programs and projects on the southern border, post-hurricane rebuilding efforts in Puerto Rico, support for college campus ministry and youth outreach, church and funding scholarships of lay and ordained leaders at major Catholic Universities. In the past year alone, Catholic Extension Society's collective programs and partnerships had a financial impact exceeding \$225 million across 40 U.S. states and territories.

To sustain this vital mission, the organization annually raises \$25-30 million from 25,000 donors through a mature and comprehensive development program featuring diverse revenue streams. For a deeper understanding of philanthropy's role at Catholic Extension Society and the impact of its mission, explore the insights provided in its [2023 Annual Report](#).

Catholic Extension Society, headquartered in Chicago, boasts a dedicated full-time staff of 50 professionals, either based in the headquarters or regional offices. The team comprises talented and experienced individuals thriving in a dynamic, fast-paced work environment with a strong emphasis on collaboration and a team-focused culture. For further details about Catholic Extension Society, visit the [CE Website](#).



“People come together in faith in moments of crisis to strengthen one another and to realize that they are not alone.”

--Fr. Jack Wall, President of
Catholic Extension Society

ASSOCIATE, EVENTS AND ADMINISTRATION

Location: Chicago, IL

Job Type: Full-time, Permanent

Are you highly organized, detail-oriented, and eager to make a meaningful impact? This full-time, permanent role offers a unique opportunity to grow within an organization dedicated to mission-driven work.

As the Associate, Events and Administration you will play a vital role in ensuring the seamless execution of mission travel, events, financial coordination, and office operations. Reporting to the Director of Events and Special Projects, this position provides hands-on experience across multiple departments, offering the chance to develop new skills and take on greater responsibilities over time.

JOB DUTIES

Trip and Event Management (50% of time):

- Support your colleagues on the Mission team with detailed travel itineraries for travelers, ensuring timely delivery (1-2 weeks in advance).
- Support CES sponsored special events assisting in logistics and execution.
- Participate in occasional travel opportunities.
- There are approximately 50+ events and trips to support each year.

Administrative and Office Support (50% of time):

- Manage records and payments for the Young Adult Leadership Initiative (YALI) in collaboration with universities, ensuring smooth processing for new student applicants.
- Prepare and distribute approval and payment letters to dioceses as needed.
- Collaborate with the Finance Department to coordinate reimbursements and stipends.
- Maintain accurate financial records, updating Blackbaud with quarterly Mission Diocese Fund contributions.
- Assist in preparing funding letters for the annual audit.
- Update Nexonia records monthly to ensure accuracy in financial transactions.
- Maintain and update key contacts, including Bishops and other stakeholders.
- Oversee and prioritize weekly tasks for the student assistant, ensuring efficiency.
- Provide essential support to the Mission team, managing responses in the Mission Inbox.
- Keep office operations running smoothly by managing supply purchasing and inventory.

WHY JOIN US?

Professional Growth– Gain exposure to multiple aspects of nonprofit administration, events, and finance with room to expand your role.

Impactful Work – Contribute to meaningful missions and initiatives that support communities and leadership development.

Collaborative Environment – Work alongside a passionate team dedicated to excellence in mission-driven work.

This role is perfect for someone who thrives in a fast-paced environment, enjoys juggling multiple priorities, and wants to grow within an organization that makes a difference.

QUALIFICATIONS

- Team player.
- Creative problem-solving skills and the ability to prioritize tasks effectively.
- Positive attitude.
- Associate or bachelor's degree in business administration, nonprofit management, or a related field preferred.
- Proven experience in administrative support or event coordination.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office Suite and database management (e.g., Blackbaud, Nexonia preferred).
- Excellent written and verbal communication skills.
- Ability to handle confidential information with discretion.
- Sense of humor.

TO APPLY

Please submit a resume and cover letter outlining your qualifications and interest in the position to our search partner DeVine Consulting at CE.2025.eventsassociate@gmail.com. We hope to fill the role in the first quarter+ of 2025.



We offer a competitive salary starting at \$60,000 based on experience and a comprehensive benefits package to include medical, dental, vision, disability, 403b with company matching, paid time off, paid company holidays, commuter assistance, professional development opportunities, mentoring and more!

Catholic Extension Society is an Equal Opportunity Employer. Applicants may request any reasonable accommodation that may be necessary to participate in the application process.

Catholic Extension Society is located at 150 S. Wacker Drive, 20th floor, Chicago, IL. For more information about the organization, please visit: www.catholicextension.org.



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