



St. Scholastica Monastery
1001 Kenwood Ave.
Duluth, MN 55811

Join Our Team!

The Benedictine Sisters of St. Scholastica Monastery are seeking an Administrative Assistant/Data Coordinator. This position provides essential administrative and data management support to the Office of Development. Guided by Benedictine values, this role maintains accurate donor records, assists with gift processing, coordinates daily office activities, and supports donor relationships while advancing the mission of St. Scholastica Monastery.

Position Title: Administrative Assistant/Data Coordinator, Office of Development

Location: St. Scholastica Monastery, Duluth, MN

Reports to: Director of Development & Public Relations

Employment Status: Full-time (40 hours per week)/Non-Exempt

Salary: Commensurate with experience and qualifications

Position Summary

The Administrative Assistant/Data Coordinator serves the Office of Development by providing thoughtful, organized, and attentive administrative and data management support to the daily work of the office. Rooted in the Benedictine values of hospitality, stewardship, and community, this role is responsible for maintaining the integrity of donor and constituent data, supporting gift processing and record management, coordinating administrative functions, and assisting in fostering meaningful relationships with donors and friends of the Monastery while advancing the mission of the Sisters of St. Scholastica.

Primary Responsibilities

Administrative Support

- Provide day-to-day support to the Development Office with care and attention to detail
- Prepare correspondence, reports, and materials in a timely and thoughtful manner
- Assist in coordinating meetings and maintaining calendars
- Assist in keeping the Monastery website up to date
- Collect volunteer hours monthly
- Serve as a member of the Editorial Board, write articles, collect photos, assist in proofreading

Donor Care and Communication

- Assist with donor correspondence, including acknowledgment letters and expressions of gratitude
- Safeguard the confidentiality of donor information

Database and Recordkeeping

- Enter and maintain accurate donor records using Little Green Light; stay up to date with any updates to Little Green Light
- Process gifts, including credit card gifts, with care and ensure proper documentation
- Generate weekly and monthly financial reports

Mailings and Publications

- Support the preparation and distribution of publications and mailings (e.g., Pathways, calendars, appeals)
- Assist in maintaining and updating mailing lists
- Coordinate details with vendors as needed

Community Support and Events

- Assist with events and special projects that support the mission and outreach of the Monastery
- Provide welcoming and attentive support to guests, volunteers, and visitors

Office Coordination

- Help maintain development materials and supplies (e.g., notecards, brochures, publications)
- Support the smooth and peaceful flow of daily office operations
- Provide monthly report on activities to the director.
- Other duties as assigned

Qualifications

Required

- Experience in administrative support or a related field
- Strong organizational skills and attention to detail
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Experience with databases
- Bachelor's degree or equivalent
- Proficient in proofreading

Preferred Qualities

- A spirit of hospitality and service
- Ability to work with discretion and respect for confidentiality
- Strong communication and interpersonal skills
- Appreciation for the mission and values of the Benedictine community
- Ability to work independently and effectively
- Self-motivated

Work Environment

This position operates at the St. Scholastica Monastery and requires confidentiality, sensitivity to prayer, silence, and community life.

Interested individuals are invited to submit a resume to Lisa Roseth, St. Scholastica Monastery, 1001 Kenwood Ave., Duluth, MN 55811, or email it to lisaroseth@duluthosb.org. Upon receipt, we will provide an application to complete. The deadline to receive resumes is October 30, 2026.

St. Scholastica Monastery complies with the Minnesota Human Rights Act and does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, familial status, disability, public assistance status, age, sexual orientation, or gender identity. As a religious organization, the Monastery may give preference to individuals who support its mission and Benedictine values.