



**WYOMING CATHOLIC COLLEGE**  
*JOB DESCRIPTION*  
**COR Administrative Assistant**



**Job Title:** COR Administrative Assistant

**Department:** COR Expeditions

**Status:** Full Time w/ benefits

**Reports To:** Executive Director, under supervision of COR Administrative Coordinator

**Work Schedule:** Office hours are M-F 8:30-5:30. Occasional evening and weekend hours will be required.

**Position Summary:** The COR Administrative Assistant works closely with COR and WCC Outdoor Leadership Program full-time staff to provide administrative support for COR Expeditions, an outreach of Wyoming Catholic College (WCC).

**Primary Job Responsibilities:**

1. **Daily administrative duties** including but not limited to printing, copying, scanning, filing, retrieving and distributing mail, shipping, stocking office supplies, answering phones and emails, and keeping office clean and organized.
2. **Responding to general inquiries** about COR by phone and email and connecting interested parties with the appropriate COR or WCC staff.
3. **Dialoguing with clients and course participants** to provide information and forms, screen participants, coordinate trip logistics and transportation, and work with COR staff to ensure all paperwork is ready for COR contract trips (waivers, medical forms, food allergies, other allergies and medical concerns, gear rental requests, travel information, etc.).
4. **Assigning emergency communication devices** and med kits to COR and WCC courses, labeling them, and checking them back in after each course.
5. **Course follow-up** to ensure completion of post-course surveys/debriefs with clients, participants, and/or instructors, and enable effective communication from the WCC Office of Internal Advancement with course participants.
6. **Assisting with COR marketing efforts** such as website maintenance, COR “store” merchandise orders and tracking, and communications with partner organizations and diocese contacts to promote COR programming.
7. **Recruiting Chaplains** for COR and WCC outdoor trips.

**Additional Functions/Responsibilities:**

1. **Preparing and submitting requests and forms** such as reimbursement requests, office supply requests, payment/check requests, credit card worksheets, etc.
2. **Supporting the WCC Outdoor Leadership Program** through assistance with course paperwork, tracking student payments, selling merchandise to students, and coordinating trip logistics such as trip meetings, comms assignments, gear issue, and de-issue.
3. **Driving** clients and participants to and from courses/airports and escorting them if they come to visit the WCC campus and/or Pinedale Ranch.
4. **Additional duties** as required. COR is a young organization and the requirements of this position may change as we grow.
5. **Filling in** – helping with COR contract courses, WCC trips, and leader trainings as needed; anything from cleaning the gear warehouse to filling in as field instructor or field cook/support staff, depending on experience/certifications, and current program needs.



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**Minimum Requirements:**

- **Mission-driven** and excited to represent the goals of Wyoming Catholic College, and specifically COR Expeditions to a wide population.
- **Extremely organized** and attentive to details.
- **Strong interpersonal skills** – able to consistently communicate verbally and in writing on a professional level
- **Reliable** – able to maintain confidentiality when working with sensitive information
- **Self-motivated** and proactive, able to work independently and collaboratively
- **Bachelor's degree** or equivalent experience.
- Ability to maintain a **positive attitude** in the face of changing priorities and deadlines and to be creative with time management.
- Flexibility, creativity, and proven **problem-solving skills** to meet and adapt to the needs of a growing non-profit organization.
- **Motivation and energy to fundraise** and maintain a personal support team (training will be provided).

**Preferred Skills/Experience:**

- Prior experience working with COR Expeditions and/or the WCC Outdoor Leadership Program.
- 1-2 years prior administrative/office experience.
- Clean driving record and experience driving 12 passenger vans and trailers.
- Proven ability to take initiative, recognize needs, and brainstorm creative ideas/solutions to better meet the needs of COR Expeditions.
- Current WFR (Wilderness First Responder) and CPR certifications.

**Additional Details:**

Initial two-year commitment for the position is requested, though employment is at-will. The position will be half support based and half paid, meaning **that the employee is expected to fundraise half of their salary**. This will help the Administrative Assistant to develop additional buy-in with the mission of the organization, join in the fundraising with the rest of the COR staff, and build the COR support team.

**Level of Supervision Received/Given:**

Moderate; some projects will have a high level of supervision while others will have little to none.

**Special Working Conditions:**

This is primarily an office position but may employ a more active role with a variety of tasks and responsibilities.

**Timeline:**

Applications will be accepted on a rolling basis, but we are looking to fill the position as soon as possible.

**To Apply:**

Complete a Wyoming Catholic College Job Application at <https://wyomingcatholic.edu/employment-application/> (including resume, cover letter & certifications).