

Administrative Assistant

Reports to: Canon for Ministries & Financial Controller

KEY RESPONSIBILITY AREAS

Ministries

- Assist with mailings, scheduling, meeting coordination, room set-up and material preparation for various meetings throughout the year for the Ministries team (such as Clergy Conference, as well as others).
- Create and maintain online registration for events for the Ministries department.
- Create online invitations to events.
- Assist in ordering food for meetings.
- Send out reminders of upcoming committee meetings as needed.
- Assist the Ministries team with various functions and projects.
- Assist with other support staff on an as needed basis for projects and other Diocesan events.

Data and Records Management

- Update and maintain the Diocesan database in its various forms.
- Assist others with the database as needed.
- Run reports, directories and any other functions.
- Maintain records of required training for diocesan staff, leaders and various requirements throughout the diocese.
- Create and development Diocesan digitized archive of critical documents

Events

Work with the Communications Officer to assist in the planning and execution of the annual Diocesan Convention, duties include, but not limited to:

- Create registration forms, track registrations and payments, provide and oversee on-site registration.
- Schedule and handle correspondence for presenters of learning opportunities/workshops.
- Assist with site and facility coordination, such as hotel negotiations, rental charges, food services, and room set up.
- Oversee the preparation and distribution of relevant materials.
- Prepare name badges and other materials.
- Prepare promotional materials.
- Handle any follow up such as summarizing evaluation forms and sending thank you notes.

General

- Responsible for having a physical presence in the Nicholson House office.
- Responsible for overseeing facilities including grounds maintenance and contractors and ensuring heating, cooling and other infrastructure systems are in good working order.
- Liase with Cathedral Dean as required with respect to facilities management.
- Manage calendar and travel for Bishop and Canon for Ministries as required
- Responsible for telecommunication functions (including maintenance of phone system).
- Maintain inventory records of furniture, supplies, AV equipment and all electronic equipment including computers.
- Perform equipment troubleshooting, such as copiers, fax machine, phones, etc.
- Create and maintain filing systems for physical documents
- Review and approve vendor invoices and submit for prompt payment.
- Order and maintain office/kitchen supplies.
- Handle daily incoming/outgoing mail.
- Attend weekly all-staff meetings.
- Other duties as assigned.
- Process check requests as needed
- Write thank you letters to Donors as required
- Scan invoices for Financial Controller
- Research projects as required by Financial Controller or Canon for Ministries

KNOWLEDGE/SKILLS/ABILITIES Applicant must:

- Business / Administration / Accounting degree or equivalent commensurate experience.
- Possess excellent communication and telephone skills
- Be proficient in using Microsoft Office (Microsoft Word, Access, Power Point, Outlook, Publisher, Excel)
- Be able to handle multiple tasks and prioritize workload
- Able to work with minimal supervision
- Be flexible and possess excellent organizational skills
- Have the ability to organize and create systems where needed
- Be familiar with basic database systems
- Be a systems thinker
- Understand information management and systems

Compensation

Compensation will be negotiated with the preferred candidates based on qualifications, experience and with reference to prevailing market guidelines.