

For over 75 years, Episcopal Relief & Development has been working together with supporters and partners for lasting change around the world. Each year the organization facilitates healthier, more fulfilling lives for more than 3 million people struggling with hunger, poverty, disaster and disease. Inspired by Jesus' words in Matthew 25, Episcopal Relief & Development leverages the expertise and resources of Anglican and other partners to deliver measurable and sustainable change in three signature program areas: Women, Children and Climate.

Administrative Assistant to the Chief Operating Officer

The Administrative Assistant to the Chief Operating Officer (COO) performs a variety of administrative tasks to ensure efficient operation of the office and achievement of strategic goals. Reporting to the COO, you will be responsible for providing administrative support to the COO and the departments reporting up to the COO – HR, IT, Finance, Marketing & Communications and Advancement - including handling correspondence and general inquiries, coordinating meetings and events and serving as office manager for our New York City location. You will represent the COO with professionalism, tact, discretion and good humor.

As Administrative Assistant to the COO you will:

1. Provide administrative support to the COO and to the teams that report up to the COO

- Handle correspondence and general inquiries for the COO
- Maintain the COO's calendar
- Coordinate travel arrangements
- Create documents for the COO including presentations, spreadsheets, reports, contracts and internal and external correspondence
- Maintain electronic and hard copy files of critical documents and correspondence; archive documents as needed
- Monitor and update information and visibility on key external websites
- Track use of corporate credit card and ensure timely and accurate reconciliations
- Manage key vendor relationships, including corporate travel agency, insurance brokers, printers and office supply vendors
- Serve as backup to other teams for phone coverage and responding to emails and general inquiries

2. Coordinate meetings and events

- Arrange internal and external meetings for the COO including staff meetings and Board committee meetings
- Assist with special event coordination for the organization, including internal events and external meetings.

3. Serve as office manager for NYC headquarters

- Oversee mail handling and distribution
- Order office supplies and printed materials while staying within budget
- Manage administrative calendar and schedule internal meetings for other teams, including reserving conference rooms and maintaining public meeting schedule
- Maintain office appearance, including kitchen and supply room
- Serve as liaison with building services staff

You Are:

- A confident communicator with excellent verbal and written skills who has sound judgment and manages sensitive situations with discretion and confidentiality
- A detail-oriented multi-tasker who is adept at managing competing priorities and meeting deadlines
- A self-starter who takes initiative; you know how to bring people together and get things done
- An enthusiastic team member who is excited to work cross-functionally with other departments, Episcopal Church staff, donors and vendors with tact, diplomacy, sensitivity to cultural diversity and good humor

You Have:

- A bachelor's degree and a minimum of three (3) years of administrative experience
- Previous work with a faith-based agency, non-profit or international organization (a plus)
- Familiarity with financial reporting
- Strong proficiency in Microsoft Office Suite; experience with Mac computers is helpful

How To Apply:

Email resume and cover letter to careers@episcopalrelief.org with the subject line "Administrative Assistant to the COO." For more information, visit our website at www.episcopalrelief.org.

* Generous benefit package offered.

** Episcopal Relief & Development provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or any other legally protected status.*

Episcopal Relief & Development offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request an accommodation at any time.