

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.

Office Coordinator, Operations

The Office Coordinator, Operations oversees the general administrative function and activities of the office to ensure efficient operation of the office and achievement of strategic goals. You will provide administrative support to the Chief Operating Officer (COO) and the departments reporting up to the COO – Advancement, Finance, HR, IT and Marketing & Communications.

As Office Coordinator, Operations you will:

- Handle correspondence and general inquiries for the COO and serve as backup to the operations departments for responding to inquiries
- Manage the COO's calendar and travel arrangements
- Oversee mail handling and distribution
- Coordinate internal and external meetings and events
- Prepare internal and external correspondence including presentations, reports and contracts
- Maintain electronic and hard copy files of critical documents and correspondence
- Purchase office supplies and printer materials for internal use
- Maintain office appearance, including kitchen, supply room, display racks, etc. and serve as liaison with building services staff
- Manage key vendor relationships, including corporate travel agency, insurance brokers, printers and office supply vendors
- Track use of corporate credit card and ensure timely and accurate reconciliations
- Monitor and update information and visibility on key external websites

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 five (5) years of administrative experience
- A minimum of three (3) years of experience with office systems - strong proficiency in Microsoft Office Suite is required; experience with Mac computers is helpful
- Experience with donor databases helpful; Raiser's Edge a plus
- Previous work with a faith-based agency, non-profit or international organization (a plus)
- Familiarity with financial reporting

How To Apply:

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

* Generous benefits 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.