

*For more than 80 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 & Communications Assistant, Executive Office (New York, NY)**

The Administrative & Communications Assistant for the Executive Office supports the day-to-day operations of the Executive Office to achieve the organization's strategic goals. Reporting to the Manager of the Executive Office & Director of Special Projects, you will serve as a point of contact and liaison for the Executive Office across all areas of the organization and work directly with the President & CEO and Chief Church Relations Officer on a variety of initiatives.

### **As Administrative & Communications Assistant for the Executive Office, you will:**

- Provide administrative support to the Executive Office.
- Manage newsletters and other employee engagement activities initiated by the Executive Office.
- Manage mailings for letters, birthday cards, holiday cards, catalogues, and other materials, ensuring contact information is maintained and up-to-date.
- Provide materials and logistical support for the speaking engagements and presentations of the President & CEO and the Chief Church Relations Officer.
- Perform data entry for the monthly speaking and engagement dashboard.
- Create social media content for the President & CEO and assist with management of social media channels.
- Provide back-up to the Manager of the Executive Office & Director of Special Projects as needed.

### **You Are:**

- A confident communicator with excellent writing and communications skills who has sound judgment and manages sensitive information with discretion and confidentiality
- An enthusiastic team member who is excited to work cross-functionally with other departments, the board and external donors and supporters with tact, diplomacy and sensitivity to diverse backgrounds
- A detail-oriented multi-tasker who is highly organized and adept at managing competing priorities and meeting deadlines in a fast-paced environment
- Able and willing to work in a faith-based work environment

### **You Have:**

- A shared commitment to Episcopal Relief & Development's mission, values and justice, equity, diversity and inclusion efforts
- A Bachelor's degree and/or equivalent experience
- A minimum of one (1) year of relevant experience, including but not limited to providing support to internal and external constituents
- Proven experience managing social media channels
- Intermediate or advanced proficiency in Microsoft Office (Word, Excel, and PowerPoint), Adobe, Google Analytics, Word Press, CRM tools, web design and social media
- Strong knowledge of the culture and structure of The Episcopal Church (preferred)

### **Salary & Benefits:**

- Hourly rate range of \$24.72 - \$27.47
- Competitive, comprehensive benefits package offered

### **How To Apply:**

Email cover letter and resume to [careers@episcopalrelief.org](mailto:careers@episcopalrelief.org) with the subject line "Administrative & Communications Assistant, Executive Office." For more information, visit our website at [www.episcopalrelief.org](http://www.episcopalrelief.org).

*\* Episcopal Relief & Development is committed to creating a diverse environment and is proud to be an equal opportunity employer (EEO). All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status 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 accommodation at any time.*