



The Episcopal Diocese of Long Island

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Front Desk and Office Assistant Position Description

The Episcopal Diocese of Long Island is a vastly diverse and holy community of people and ministries that strives to bring people into a relationship with Jesus Christ and each other and to serve the needs of all of God's people. The Diocese extends from Brooklyn to Montauk, including Brooklyn, Queens, Nassau, and Suffolk Counties. The Bishop Diocesan is the Chief Shepherd of the Diocese. In addition to its 129 local congregations, The Episcopal Diocese of Long Island is engaged in numerous other missionary endeavors including, Episcopal Health Services and St. John's Episcopal Hospital, Camp DeWolfe, Episcopal Ministries, the Mercer School of Theology, and the Trustees of the Estate Belonging the Diocese of Long Island. The Bishop Diocesan serves as President of each of these boards.

Role Summary:

This individual will be responsible for providing administrative support in a highly demanding sensitive environment. The FDOA is the first point of contact in the Bishop's office. The position performs various administrative tasks and is expected to independently manage the regular duties assigned to this position as well as work collaboratively with the administrators in the Bishop's Office and other staff members to help further the ministry of the Episcopate in the Diocese. The FDOA's duties include, but are not limited to, front desk reception, administrative office duties, and supporting other administrators in the Bishop's Office. Work is generally of a highly critical and confidential nature. This position requires an understanding of the Mission of the Church including operations, policies, and procedures. A sensitivity to and awareness of multicultural diversity is expected.

Key Areas of Responsibility:

Front Desk Duties:

- Provide hospitality; greet, welcome and direct visitors; handle incoming and outgoing correspondence; ensure the reception area is tidy and presentable, safe, and organized; act as a gatekeeper for front office, and screening calls.
- Prioritize meeting and calendar time through professional results-based interactions with various constituents both internal and external; Identify meeting needs, arrange logistics, and confirm details for meetings with multiple participants and involve complex calendar coordination.
- Interface and monitor correspondence with various individuals via phone, email, and in person.
- Maintain office supplies.
- Monitor office machinery upkeep.

Office Assistant Duties:

- Maintain best practices in organizational management, creating an efficient and productive office workflow. Maintain files and records, perform data entry, and other clerical duties as assigned.
- Prioritize and manage multiple projects simultaneously and follow through on critical issues.
- Collaborate and/or communicate with other departments and staff to complete tasks, and projects and to gather information when necessary.
- Proficient with the in-house database.

- Collaborate with Diocesan-sponsored events.
- All other duties as assigned

Qualifications, Skills & Experience

The ideal candidate will be friendly, well spoken, organized, detailed oriented with the ability to work independently or as a member of a team. A minimum of two (2) years' experience is required. Familiarity with the operations, policies and procedures of the Episcopal Church is a plus, but not required. Bachelor's Degree required

- Highly organized, task-oriented, and with strong time management skills.
- Proficient in the English language, knowledge of the structure and content, including the meaning and spelling of words, rules of composition, and grammar.
- Ability to communicate professionally both orally and written.
- Exercise judgment within generally defined practices and policies in selecting methods and techniques for obtaining solutions.
- Assess details, perform consistent follow-through, and communicate with others to bring assignments to resolution.
- Handle information with discretion and confidentiality.
- Proficient in administrative and clerical procedures including file management, recordkeeping, designing forms, database updates, and other strong organizational skills.
- Ability to work on assignments that are complex in nature where considerable judgment and initiative are required in resolving problems.
- Advanced proficiency in Microsoft Word, Excel, PowerPoint, and Outlook, including shortcut navigation expertise and web usage.

Salary and Benefits

- This role is full-time.
- Salary is commensurate with experience. Generous benefits package offered.

All interested candidates should email their cover letter and resume to: Nancy Signore, *Human Resource Manager*, at nsignore@dioceseli.org