



Administrative Assistant

Episcopal Ministries of Long Island (EMLI) is a non-profit organization with a mission to transform lives through faith-based outreach programs and advocacy for social justice. EMLI administers grants, conducts workshops and trainings, and provides supportive consultation to parishes as they work to meet the needs of all people in their communities.

EMLI is affiliated with the Episcopal Diocese of Long Island, (the diocese of the Episcopal Church with jurisdiction over Brooklyn, Queens, and Nassau and Suffolk counties)

Reporting Relationship: The Administrative Assistant reports directly to the Executive Director.

Role Summary: The Administrative Assistant supports the overall operational activities of the office. This individual will be responsible for providing administrative support, serving as the primary assistant to the Executive Director and the Program Director. The primary responsibilities are office administration, donor gift processing, database management, event logistics and supporting the Grant program.

Key Areas of Responsibility:

- Responsible for gift processing, office management and database maintenance.
- Manage gift entry and generate tax acknowledgement letters for donor gifts.
- Liaise with accounting department to reconcile financial reports and data.
- Manage donor lists, run ad-hoc reports and ensure the integrity of the data.
- Oversee timely, personalized, and accurate donor mailings.
- Provide support for events as needed. Manage registration process and logistics including ordering refreshments and preparing collateral materials.
- Assist Program Director with the management of the grant application process.
- Maintain grant tracking report and aggregate information for funded ministries
- Assist Executive Director with preparations and notifications for Board of Directors Meetings
- Submit invoices to accounting, process expense report, and order office supplies.
Organize meetings, including scheduling, sending reminders, and organizing catering when necessary.

Qualifications

- Must have excellent organizational and administrative skills and be extremely detail oriented.
- Proficient with database management systems. Experience with Raiser's Edge, a plus.
- Strong technical proficiency with all Microsoft Office products, especially Excel.

- Familiar with email marketing platforms (like Constant Contact), online event sites, and form builder tools.
- Ability to communicate professionally both orally and written.
- Willingness and ability to work as a team player within the specific department and wider organization
- Previous fundraising and events experience preferred.
- A positive attitude, a sense of humor, and a collaborative spirit
- Bachelor's degree or 3 to 5 years relevant experience

Part-time position: 12-15 hours/ week. Preferably split over 3 days.