*Position Opening*

The Regional Synod of New York is looking to hire an Administrative Assistant.

The duties and responsibilities for the part-time (20 hours per week) Administrative Assistant are as follows:

Coordinate all office responsibilities including mailings, communication, supplies, equipment maintenance

Maintain a professional office in appearance and atmosphere at all times

Greet visitors and assist as needed

Answer telephone calls and respond to voice mails in a timely manner

Update Executive Minister daily (more often as needed) regarding issues, concerns, schedule changes

Be available to Executive Minister during working hours to implement schedule changes and coordinate tasks as needed

Prepare documents as required

Maintain Synod calendar of events, schedule space in church for Synod functions

Assist Executive Minister to coordinate all Synod gatherings including ordering meals, supplies, contacting and confirming participants, set up, communications

Update Synod website as needed and coordinate the Synod e-newsletter weekly

Presence in the office (42 N. Broadway, Tarrytown) 20 hours per week (schedule to be worked out with the Executive Minister)

Administrative Assistant works under the direction of and is accountable to the Executive Minister

Qualifications:

Proficiency with technology suites (Microsoft Office)

Proficiency / utilization of social media.

Proficiency / utilization of virtual meeting programs

Applications will be received until September 30, 2020.

To apply, please send cover letter and resume electronically to newyorksynod@gmail.com.