

DIOCESE OF THE ARMENIAN CHURCH OF AMERICA (EASTERN)
630 Second Avenue, New York, N.Y. 10016 | armenianchurch.us

JOB DESCRIPTION

POSITION: Director of Diocesan Administration and Operations

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The Diocesan Director of Administration and Operations reports directly to the Primate and Diocesan Council and in accordance with the directives and policies established by the Primate and Diocesan Council, and is accountable for:

- Management and oversight of the Administrative Functions and Facilities operations of the Diocesan Center
- Management of the administrative, operations, and business staff

Position is either part time (minimum 3 days) or full time, depending on qualifications

KEY RESPONSIBILITIES:

Management of Diocesan facilities, administrative departments and staff

Direct management accountability for all administrative, facilities, financial and human resource functions and contracting

Management and preparation of Financial Statements and budgets

KEY DUTIES:

Administrative

- Manage the overall administrative operations and activities of the Diocesan Center in New York.
- Oversee and manage the preparation of the monthly and quarterly financial statements, the annual budget in consultation with The Diocesan Vicar, the Director of Ministries, the Chancellor, Finance staff and Diocesan Council Treasurer for presentation to the Primate and Council.
- Monitor revenues and expenses to ascertain their conformity with the approved budget and Diocesan policies and procedures, working with the Finance staff.
- Implement the decisions, resolutions and policies adopted by the Diocesan Council and Diocesan Assemblies..
- Submit monthly activity reports to the Primate and the Diocesan Council.
- Assist in the preparation of operational and financial planning.
- Oversee and negotiate all vendor contracts for the Diocese
- Keep the Primate and the Diocesan Council informed relative to Diocesan finance, administration, HR and operations; ; consult with the Chairman of the Diocesan Council as appropriate; and prepare reports as needed

Facilities and Operations

- Manage and oversee rentals and leasing of Diocesan facilities. Direct responsibility for promotion and renting of facilities. Oversight of operations and rental fulfillment

- Oversee and manage facilities maintenance and upkeep.
- Oversee execution of facilities “master plan” in support of Building and Grounds Committee, including management, oversight and follow-up on all maintenance, renovations and construction activities

Human Resources

- Evaluate and monitor overall staff performance, including the execution of an annual staff performance review; communicate such information to the Primate and Diocesan Council.
- Oversee hiring and termination for all administrative and operations staff, in consultation with the Primate and the Diocesan Council.
- Prepare and recommend policies and procedures to the Primate and the Diocesan Council covering operational, financial and human resource functions.
- Establish and maintain job descriptions and salary/benefits ranges for each position.
- Promote and foster a collaborative and supportive work and environment and culture.
- Update staff regarding current developments and new policies and procedures.

Coordination

- Coordinate the annual Diocesan Assembly with the host committee.
- Assume additional duties and responsibilities as may be requested by the Primate and the Diocesan Council.

REQUIRED QUALIFICATIONS AND SKILLS:

- College degree with 5+ years of management experience.
- Strong management and leadership skills,
- Excellent understanding of financial management (including preparation of financial statements), human resource management, strategic planning
- Familiarity and comfort with facilities management and operations
- Knowledge of computer software, social media and other technology.
- Knowledge of time management, project management, and problem solving skills.
- Strong interpersonal communication and organizational skills.
- Proficiency in public speaking and presentation skills.
- Outgoing personality and salesmanship
- Knowledge of marketing for lease and rentals preferred
- Knowledge of and familiarity with the workings and infrastructure of the Armenian Apostolic Church and an awareness and understanding of Armenian culture preferred
- Fluency in English required; some knowledge of Armenian preferred, but not required.

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*Qualified applicants should send resume and cover letter to the Office of the Primate,
Diocese of the Armenian Church of America (Eastern), at the e-mail address:*

prmoff@armeniandiocese.org.

Please use the subject line:

“Director of Administration and Operations Applicant”

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