

SAINT VARTAN ARMENIAN CATHEDRAL
630 Second Avenue, New York, N.Y. 10016 | 212.686.0710 | www.armenianchurch.us

Administrative Assistant to the Vicar

Job Description for the Position

Job Title: Administrative Assistant to Vicar

Reports to: Cathedral Vicar

Summary of Duties: The Administrative Assistant provides support to the Vicar in his duties leading the Cathedral Community. This position is a part-time position of 20 hours/week spread over at least 3 days a week in the Cathedral office. This person writes correspondence for the Vicar. Additionally, this person proactively anticipates annual events and solicits the Vicar's involvement in decisions that need to be made well in advance of these events, as well as keeping track of the Cathedral schedule and informing involved parties of their duties. This person is responsible for all Cathedral administrative preparations for these events, such as annual reports, as well as keeping track of when the parish needs to submit documentation to the Eastern Diocese for the annual Diocesan Assembly. This person also prepares communications material for Cathedral, such as bulletins, invitations, Christmas cards, and event programs, whether for weekly events, annual events, or special events.

Skills and Abilities:

- Should always exhibit professionalism through appearance, conscientious work ethic, learning ability and accountability.
- Should always be willing and able to work at a fast pace within a variety of settings and circumstances with composure and flexibility.
- Should be ever conscious of the need for confidentiality.
- Should always exercise discernment and wise judgement.
- Should be a self-starter, good at multi-tasking and prioritizing projects.
- Should possess strong administrative skills and the ability to work independently without supervision.
- Should be comfortable working with volunteer staff.

Responsibilities:

Responsibilities include, but are not limited to the following:

Communications:

- Write and prepare all correspondence for Vicar in consultation with the Vicar, including routine acknowledgment letters requiring the Vicar's signature.
- Coordinate and prepare weekly Sunday bulletins, including requiem lists.
- Update Cathedral's website with the weekly bulletin.
- Maintain Facebook, Instagram and twitter page.
- Prepare and submit the annual report to the Eastern Diocese.
- Maintain records and send letters for annual recurring events
- Design and prepare correspondence, programs, and brochures for the Cathedral events.
- Design and prepare printed materials (invitations, mailings, flyers, programs, booklets, reports, menus, etc.) for the major annual events (e.g. Easter, Christmas, annual banquet, concerts), and other special events.

Calendar management:

- Organization and maintenance of Cathedral calendar.
- Anticipate upcoming events and check with Vicar well in advance to establish dates so that necessary correspondence, invitations, flyers, and other documents can be prepared and sent out in a timely fashion.

Membership

- Maintains membership database in ACS
- Records and prepare certificates for baptisms, weddings, requiems, and other sacramental life events
- Maintains attendance records and coordinates annual cathedral Report
- Updates weekly visitor list and mails welcome packets

Other:

- Ordering and maintenance of office supplies and equipment
- Pick-up, distribution and dissemination of all mail and correspondence.
- Answer mail correspondence (writing letters), phone calls, etc.
- Check email and respond in a timely manner.
- Check office voicemails and respond in a timely manner.
- Coordinate scheduling for weddings and other special events.
- Routine filing of paperwork.
- Prepare new member information packets and coordinate receptions.
- Notify Vicar of member hospitalizations, deaths, etc.
- Maintain and update all standard forms.
- Designs layout and prints service leaflets and flyers
- Other tasks as assigned by Vicar.
- Liaison with committees and organizations with which the Vicar is associated, for example: Cathedral Council, Fellowship Committee, Cultural Committee, Education Committee, schools, Diocesan Office;
- Schedules meetings, facility requests, and maintains calendars and monthly clergy schedules
- Attends Cathedral Council meetings and coordinates and meeting notes.

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