



THE DIOCESE OF SOUTH CAROLINA

THE EPISCOPAL CHURCH IN SOUTH CAROLINA

Diocesan Administrative Assistant

Part-time, 20 hours per week, generally working 9 am to 2 pm (schedule is flexible), Monday through Thursday at the diocesan satellite office, located at Calvary Episcopal Church in Charleston. Position offers a salary of \$25/hour and benefits including life insurance, EAP, and pension.

Position Summary

The Episcopal Diocese of South Carolina, a diocese of The Episcopal Church comprised of 33 congregations in the eastern half of the state of South Carolina, seeks an organized, self-motivated, business professional to serve as a diocesan administrative assistant providing support for the Office of the Bishop, especially to the ministry of the Canons for Leadership, Common Mission, and Finance & Administration. This position will also serve as the administrator of the Diocesan Health Plan.

Essential Responsibilities as Diocesan Administrative Assistant

As Diocesan Administrative Assistant, this position supports the ministry of the Canons for Common Mission, Leadership, and Finance & Administration, as well as occasionally the Director of Communications, in a variety of tasks and duties which are primarily administrative in nature. These duties will include, but are not limited to, the following:

- Answer the phone, direct calls, take messages, and assist callers with requests as directed.
- Maintain all necessary office supplies for the office, resupplying as necessary.
- Provide administrative support for staff with various leadership groups of the diocese including the Finance Committee, Commission on Ministry, Racial Justice & Reconciliation Commission and other groups as necessary. Duties may include scheduling meetings, preparing agendas, taking minutes when needed, and other necessary tasks as assigned.
- Coordinate registration for all diocesan events through the ACS software system, ensuring adequate follow-up with attendees on all necessary payments.
- Monitor all parochial reports to ensure they are submitted on time and correctly, as required by The Episcopal Church, providing assistance to all congregations, as needed.
- Provide support to diocesan staff in the planning, coordination, and implementation of annual convention as directed, occasionally involving work outside normal hours.
- Coordinate all correspondence and mailing at and for the Calvary satellite office.
- Check diocesan post office box multiple times a week, sort mail and deliver to staff members at satellite office and the Office of the Bishop at Grace Cathedral.
- Update and Maintain the Tracking of Gifts Log (for any gifts we receive) and coordinate with the Bishop's assistant for appropriate follow-up correspondence.
- Under supervision of the Canon for Finance and Administration, process all payments received by the diocese as directed to ensure proper tracking and recordkeeping, and prepare for deposit or dispersal as required (for instance, ensure gifts to the Bishop's Discretionary Fund are provided to the Executive Assistant to the Bishop).
- Coordinate with the Office of the Bishop to annually send and receive the Declaration of Intent form to all congregations, following up with congregations as necessary.

- Assist recently returned congregations and St. Christopher Camp and Conference Center, in coordination with the Canon for Finance and Administration, with regular financial tasks, helping transition those tasks to individual churches or a third party when possible.
- Work with Treasurer and Canon for Finance and Administration on a variety of financial tasks as needed to perform the work of the Office of the Bishop.
- Work with Treasurer and Auditors to provide all necessary information and files and information requested to conduct the annual audit.
- Assist the Canon for Finance and Administration in regular monthly tasks including data entry and recordkeeping.
- Create and send correspondence to all congregational points of contact twice a year to maintain accurate database, and work with the Treasurer to track pledge progress.
- Code and notate monthly credit card statements as directed to send to the bookkeeper.

The Diocesan Administrative Assistant will also serve as administrator of the Diocesan Health Plan. Duties will include, but are not limited to the following:

- Serve as a liaison to Integrated Benefits Account Management Services (IBAMS) Representative of Church Pension Group (CPG) for the diocese.
- Ensure the completion of all data entry, maintenance, and updates through the MLPS system on the CPG website.
- Work with all vestries, parish administrators, clergy, and lay employees on Denominational Health Plan (DHP)—which includes dental, health, and group life insurance coverage. This task might include, but is not limited to, enrollment of new hires, updating records of existing participants, and contacting Client Engagement to handle any questions or concerns. Provide plan information to eligible employees on program, costs, benefits, etc.
- Coordinate, plan and execute educational and training opportunities for parish leadership surrounding benefits, eligibility, and enrollment of employees.
- Participate in discernment of plan selection with the Bishop and Insurance Committee.
- Provide information to members and eligible employees on annual Open Enrollment period, and diocesan minimums on cost sharing and insurance.
- Assist clergy and administrators at year-end to determine Imputed Income for W-2 forms.

Education and skills

- Education: High School diploma; college or advanced degree preferred.
- Excellent written and verbal communication skills.
- Administrative and benefits experience preferred.
- Exceptional organizational skills and ability to multitask and take initiative.
- Ability to maintain a high degree of confidentiality and provide good judgement.
- Proficiency in Microsoft Office and Zoom, ability to learn new computer programs.
- Able to work independently while also thriving in a team-oriented environment.
- Familiarity with the Episcopal Church governance, liturgy, history, etc. is preferred (or a similar liturgical/hierarchical church structure)

Applications

Apply with a resume and cover letter to Canon Andrea McKellar, amckellar@episcopalchurchsc.org.