

Job Description:

Administrative Assistant to the Episcopal Conference of the Deaf

The Episcopal Conference of the Deaf (ECD) represents within The Episcopal Church the needs and ministries of people who are Deaf or have significant hearing loss. Originally incorporated in 1881, the ECD is managed by a volunteer Board of Directors from various areas of the United States; its work is far-reaching. Due to the diverse nature of the ECD's work and the distance between Board Members, we seek an individual who is able to support the planning, tracking, coordination of the Board's work and management of records involved.

The Admin. Assistant's work primarily (but not exclusively) involves understanding the purpose and dynamics of the organization, in order to support the internal functioning of the Board of Directors, tracking and managing documents and communications, planning and organizing ECD events.

A successful ECD Administrative Assistant will:

- ✓ Be organized, detail-oriented, time-efficient and attentive to timelines and deadlines
- ✓ Maintain confidentiality
- ✓ Have daily access to a computer for email, online video chatting and electronic documents.
- ✓ Have knowledge of and a passion for Deaf culture
- ✓ Be familiar with the workings of the Episcopal Church
- ✓ Have previous administrative assistant, secretarial or equivalent experience demonstrating organizational skills
- ✓ Be proficient in Word, Excel, Google Docs, and familiar Cloud Storage programs
- ✓ Have good command of ASL and written English
- ✓ Communicate effectively with both hearing and deaf persons
- ✓ Maintain excellent communication with the ECD Board and affiliated contacts, as requested.
- ✓ Regularly track progress toward established ECD goals
- ✓ Support the President as needed in executing the work of the ECD, and creating agendas for monthly Board chats
- ✓ Take notes during monthly chats, and distribute a list action items to the Board afterwards
- ✓ Be available for telephone or online questions/conversations during biannual Board meetings
- ✓ Dedicate a weekly average of 1 hour to this work and more hours as approved

To apply, please

- ✓ Send resume to Fr. Richard Mahaffy, ECD President, at president@ecdeaf.org by May 16, 2022