

The Episcopal Diocese of Southern Virginia

11827 Canon Boulevard, Suite 101
Newport News, VA 23606

Position Description for Part-Time Data Entry/Office Assistant

Supervisor: Canon for Formation & Comptroller

Salary: \$13/hr.

Hours: 8 Hours per Week (Average)

Administrative Support:

Office space in the Diocesan Offices
Computer and relevant software updates
Appropriate office supplies and equipment

Location: Diocesan Offices in Newport News, VA

Purpose of the Position: The Data Entry/Office Assistant gives direct support to the work of the Canon for Formation and Comptroller in the ways described in this Letter of Agreement and in any other as required by the Bishop.

General Responsibilities & Duties:

- Maintain and update Ridley and Vaché Scholarship data and initiate check requests for Ridley and Vaché Scholarship recipients.
- Communicate with Ridley and Vaché scholarship candidates regarding status of their application and any other information that may be needed.
- Attend bi-annual Ridley Foundation Board meetings; responsible for taking minutes of the meetings.
- Scan Church Audit reports and enter receipt into the Financial Audit tracking spreadsheet.
- Enter and track the completion status of Parochial Reports into the Parochial Report tracking spreadsheet.
- Maintain the Salary Survey tracking spreadsheet and periodically analyze data.
- Respond to registration requests for Safeguarding Online Safe Church Training.
- Update the Armatus online database with in-person and Zoom- based training workshop completions.
- Download Safe Church Completion Certificates for individuals who have completed in-person and Zoom-based training workshops.
- Email certificates and diocesan policy to individuals who have completed training workshops and copy their church's /organization's designated Safe Church Contact.

- Enter Congregational Safe Church Audits into the Congregational Safe Church Audit tracking spreadsheet
- Download rosters from Constant Contact for in-person and Zoom based Safe Church training workshops.
- Communicate with individual church representatives who have failed to submit their yearly Church Audits, Parochial Reports, Salary Survey and Congregational Safe Church Audits.
- Filing of documents
- Assist with scheduled destruction of aged documents
- Assist with mass mailing tasks

Required Competencies:

- High school diploma
- Excellent computer skills, including proficiency with Microsoft Office Suite
- Outstanding interpersonal communication skills
- Familiarity with the Episcopal church and have a willingness to expand working knowledge of the policies and polity of the Episcopal Church
- A commitment to maintaining confidentiality for files, records and reports
- Meticulous attention to detail
- Strong time management skills and ability to effectively multitask
- Pass a background and credit check