The Episcopal Diocese of Oklahoma
POSITION DESCRIPTION

Position: Office Coordinator

Purpose and Scope: Performing general office duties as well as incorporating a variety of basic and routine clerical and secretarial duties in a church environment.

Principal Duties and Responsibilities:
Under direct/close supervision of the Chief Financial Officer and Canon for Finance and Administration, performs a variety of basic and routine clerical and secretarial duties. These may include but are not limited to:

- Preparing and typing routine correspondence
- Answering telephone & routing calls to the appropriate person
- Greeting visitors as applicable and directing them to the appropriate person
- Logging and tracking diocesan events within the diocesan event tracking software
- Distributing incoming mail
- Entering donor information within the diocesan donor relations database
- Coordinating building maintenance and repairs as necessary
- Scheduling appointments & arranging meetings as necessary
- Maintaining office supply inventory
- Acting as a backup to other administrative personnel in office as needed
- Other duties as assigned
- Providing assistance to the various diocesan departments as needed
- Coordinate with the various departments in relation to the maintenance of the storage units

Physical Demands and Working Conditions:

- The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, such as, lifting and carrying boxes up to 25 pounds, stocking shelves, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Day to day work includes desk and personal computer work and possible interaction with employees and visitors.
Education:

- High School Diploma required

Experience and Required Skills:

- Minimum 6 months relevant experience
- Working knowledge of Microsoft Outlook, Word, Excel and PowerPoint preferred
- Experience with graphic design and desktop publishing software a plus
- Good verbal communication skills
- Pleasant telephone manner
- Valid driver’s license
- Successful completion of a background check

Send letter of interest, resume and additional supporting documentation to:

Canon William Buchanan
Chief Financial Officer and Canon for Finance & Administration
Episcopal Diocese of Oklahoma
924 N. Robinson
Oklahoma City, OK 73102
wbuchanan@epiok.org