



The Episcopal Diocese of New York

Overview:

The Episcopal Diocese of New York (EDNY) is looking for a dedicated Special Projects Coordinator to join the team. This position reports directly to the Bishop of New York. The Coordinator will be responsible for managing logistics for events and projects, including gathering equipment, resources, and information. Additionally, they will maintain budgets for each task and communicate with staff and volunteers. The Coordinator will also organize reporting, plan meetings, and provide updates to the Bishop, Canons, operations, and volunteer leaders. As a member of the Bishop's staff, the Coordinator will work closely with the Canons and diocesan volunteer leaders.

Pay Range: \$35 - \$40 /Hr. - commensurate with experience

Essential Functions and Responsibilities:

- Work with staff and volunteers to define project requirements, scopes, and objectives.
- Coordinate internal and external resources, ensuring that projects remain within scope, schedule, and budget.
- Analyze project progress and, when necessary, adapt scope or timeline.
- Handling small projects / tasks for follow up as assigned by the Bishop of New York.
- Coordinate roles and tasks with team members based on their individual strengths and abilities.
- Ensure that all aspects of an event or project are organized in alignment with timeline and deliverable requirement.
- Creating relationships with faith and secular organizing groups on State and Local levels.
- Manage communication between staff and volunteers.
- Monitor and track project's progress and coordinate response to any issues that arise.
- Assist in maintaining the Bishop's schedule and events in conjunction with the Executive Administrative Assistant and the Canon to the Ordinary as needed.
- Other duties as assigned

Qualifications

Education & Experience:

- Associate Degree required
- 2-3 years' experience working in communities coordinating volunteers; preferably in church communities.
- Knowledge of and experience with non-profit or community-based settings; preferred

Knowledge & Skills:

- Demonstrated proficiency & competency in budgeting required
- Demonstrated proficiency & competency in event management, project & volunteer management required

Physical Requirements:

- Work is performed in an office environment and out in the field, requires the ability to operate standard office equipment and traveling between office and other sites.
- Periods of sitting at a desk and working on a computer.

COVID-19 PROTOCOL: The Episcopal Diocese of New York has required all full-time and part-time employees to receive the COVID-19 vaccine as a condition of employment. “Fully vaccinated” is defined as both doses of the Pfizer or Moderna vaccine or one dose of the Johnson & Johnson vaccine. Anyone unable to be vaccinated, either because of a medical condition or disability or a held religious belief, can request a reasonable accommodation.

How to Apply

** To apply for this position please submit your resume and cover letter to: Jobs@Dioceseny.org. Please place **“Special Project Coordinator “Navigator”** in the Subject Line of your email

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