



The Cathedral
Church of **Saint John**
the Divine

1047 Amsterdam Ave.
at 112th Street
New York, NY 10025
T (212) 316-7490
stjohndivine.org

November, 2022

Job Description
Administrative Assistant, Office of the Columbarium

Mission

The Cathedral of Saint John the Divine was founded in 1892, a time of unprecedented immigration that transformed the life of New York. The Charter calls it, “a house of prayer... for the use of all people who may resort thereto” but especially Christians living in the Diocese of New York. It was also founded to be “an instrument of Church Unity and a center of intellectual light leading in the spirit of Jesus Christ.” Almost 130 years later, the Cathedral strives to be faithful to the vision that created it.

Overview

The Cathedral Church of Saint John the Divine seeks an administrative assistant to join the team that manages the Columbarium.

The Columbarium is an integral part of the Cathedral’s ministry to the community.

As a member of the Columbarium team, the administrative assistant reports to the Canon Pastor.

Responsibilities

The Administrative Assistant will:

- Inventory and purchase resources when necessary, as directed
- Support Columbarium sales and marketing
- Schedule burials with the Cathedral’s calendar manager
- Meet weekly with the Columbarium Team, on Wednesdays
- Assist in maintaining the digital database with updated information
- Receive and transfer cremains via messenger or post
- Liase between the clients and the clergy to arrange burials
- Manage the inurnments, engravings, and name plates (requires travel to other boroughs)
- Support and receive support from the Office of Pastoral Care as necessary
- Track and prepare Columbarium invoices for payment
- Prepare certificates for acknowledgement of sales

Requirements

- Proficiency in Google Apps & Microsoft Office 365 (online version)
- Strong interpersonal and customer service oriented skills
- Strong administrative and time management skills
- The ability to learn and adapt to new technologies
- High level of discretion for working with sensitive or private information
- Ability to lift 35 lbs.

Preferred Skills

- Knowledge of the Episcopal Church’s traditions and liturgy
- Basic conversational Spanish and in other languages



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Page 2

- 1-2 years experience in ecclesiastical and non-profit organizations
- Previous database management experience
- Pastoral experience

Position Type and Expected Hours of Work

The administrative assistant is a 30-hour per week position, working primarily in the office.

Travel

Local travel is required.

Equal Employment Opportunity

The Cathedral Church of Saint John the Divine is an Equal Opportunity Employer. Beyond that, we are a lower-case church. That means that we treat each other with kindness and respect and celebrate individual strengths, views and experiences.

Submit your application for this position to aefreisler@stjohndivine.org by December 19, 2022.