

May 20, 2022

Job Description

Coordinator, Administration and Events
Department of Programming & External Relations
The Cathedral of St. John the Divine

Initially a permanent part-time position, this role may become a full-time position.

Mission Statement

The Cathedral of St. John the Divine is the Cathedral of the Episcopal Diocese of New York. It is chartered as a house of prayer for all people and a unifying center of intellectual light and leadership. People from many faiths and communities worship together in services held more than 30 times a week; the soup kitchen serves roughly 25,000 meals annually; social service outreach has an increasingly varied roster of programs; the distinguished Cathedral School prepares young students to be future leaders; Advancing the Community of Tomorrow, the renowned preschool, afterschool and summer program, offers diverse educational and nurturing experiences; the outstanding Textile Conservation Lab preserves world treasures; concerts, exhibitions, performances and civic gatherings allow conversation, celebration, reflection and remembrance—such is the joyfully busy life of this beloved and venerated Cathedral.

Description

The Coordinator, Administration and Events provides administrative assistance and support to the Department of Cathedral Programming & External Relations. This is a multi-faceted role supporting the fast-paced office of Programming and External Relations. It requires poised interaction with Cathedral staff, board members, government, donors, dignitaries, and celebrities. Areas of responsibility center upon coordinating the many events associated with the Department of Programming & External Relations, general administrative duties and vital daily clerical tasks as needed to support the arrangement of meetings and events. The Coordinator serves as a first point of contact for outside groups interested in Cathedral space usage, answering event inquiries, facilitating walkthroughs and site visits, and assisting with the administration and operation of Cathedral-wide venue reservation and scheduling, with special attention to working with the Cathedral's exclusive caterer.

The Coordinator, Administration and Events also works in tandem with the Office of Cathedral Productions on scheduling and facilitation of both outside events and internal Cathedral programs and services. This is both a creative and administrative role: the Coordinator handles event photography along with assisting behind the scenes on budgeting and contracts.

In addition to event coordination, this position also services as office administrator, completing monthly American Express expense reports, receiving invoices, and processing payments to contractors and vendors. The Coordinator also manages and updates departmental meeting agendas, and works closely with the VP, Cathedral Programming and External Relations.

The Coordinator will have the opportunity to actively contribute to group and team meetings, as well as in brainstorming, developing and researching concepts to support Cathedral programming. The Coordinator should understand and effectively utilize both internal and external research capabilities, including use of the Internet, media databases and other existing and emerging communications resources.

Key Duties and Responsibilities

- Field, filter, and respond to incoming requests for hosted events, space usage, and film shoots/crew holding.
- Assist with walkthroughs of various Cathedral spaces.
- Coordinate event logistics and liaise with Cathedral Productions as needed.
- Maintain archives of print and design materials.

- Assist with office management and administrative tasks.
- Organize correspondence, accounts, contracts, and billing.
- Operate all office equipment.
- Work collaboratively with and serve as liaison with all Cathedral staff and external people.
- Assist VP, Cathedral Programming & External Relations and members of Programming & External Relations Team on specific tasks as needed.
- Keep inventory – with Cathedral Productions - of backdrops, projectors, computers, and other display materials.
- Process confidential information.
- Represent department to internal and external organizations and vendors, handling many inquiries independently.

The Coordinator, Cathedral Events and Administration will be expected to perform other duties as assigned.

Qualifications

- Demonstrated self-motivation and discipline to regularly set and achieve goals.
- Success in building and expanding relationships.
- Ability to maintain a high level of poise and professionalism in all circumstances.
- A high sense of urgency and unquestioned ethics and professional standards.
- A team player who will successfully integrate into the Cathedral community and community beyond; and contribute to a healthy organizational culture.
- Exemplary interpersonal, written and verbal communication skills.
- Experience successfully utilizing social & electronic media for purposes of outreach and branding and outreach a plus.
- Flexible hours, overtime and weekend hours are required.

To apply, please send a cover letter and résumé to jtiebout@stjohndivine.org.