

EPISCOPAL DIOCESE OF PITTSBURGH ADMINISTRATIVE SPECIALIST

Classification: Salaried, part-time, exempt
Time Requirement: 20 hours per week
Salary + Pension: \$38,800 per annum

SUMMARY

The Administrative Specialist will report to the Bishop, while being guided in their daily work by the Director of Administration and Canon Treasurer. This staff member will oversee the administration of benefits and the management of diocesan properties, while also serving as a resource to parishes, ministries, and clergy and lay employees throughout the diocese in matters relating to compensation, benefits, and property. The Administrative Specialist will work closely with other members of the diocese's administrative staff, including the Director of Administration, Canon Treasurer, and Property Administrator.

POSITION RESPONSIBILITIES

- Oversee matters and address issues relating to employee benefits provided through the Church Pension Group, including:
 - enrollment of eligible new clergy and lay employees,
 - changes in participant data,
 - termination of employees,
 - maintenance of Institution and Employee Rosters, and
 - coordination and communication of annual open enrollment (Sept. – Nov.)
- Support parishes, clergy, and lay employees in matters related to:
 - compensation,
 - medical insurance,
 - health savings accounts and cafeteria plan adoption,
 - imputed income reporting, and
 - other benefits.
- Develop letters of agreement for members of diocesan staff. Provide guidance to parishes on letters of agreement.
- Address issues and coordinate efforts related to properties owned by the Diocese.
- Assist the Treasurer, Property Administrator, and the Property Committee of the Board of Trustees in managing returned properties owned by the diocese. Includes:
 - visiting returned properties to assess maintenance needs, opportunities for future use, etc.,
 - securing realtors for the sales of properties for which the diocese has no plans,
 - providing necessary assistance to all parties involved in the sale of properties, and
 - monitoring tax-exempt status and property valuations from taxing authorities.

- Assist parishes in responding to issues related to the use, stewardship, safety, and insurance of their facilities.
- Serve as the contact for parishes requesting a Growth Fund grant or loan or a grant from the Advancement Society. Compile application materials and coordinate their review by the appropriate individuals and committees. Communicate the approval or non-approval of these requests.
- Serve as diocesan staff liaison to the following diocesan committees:
 - Compensation Committee
 - Growth Fund Committee
 - Property Committee
 - Emergency Preparedness & Response Committee
- Contribute to the development of policies and procedures related to the functioning of the diocese, particularly in the areas of responsibility listed above.
- Assist in the management of the diocesan archives as needed, including processing new items and responding to research requests.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Bachelor's degree and experience in the administration of a church or not-for-profit organization – or transferable experience from the business sector.
- Basic understanding of terminology and processes related to clergy compensation, health insurance and other benefits, real estate, and property management, and the capacity for building a greater understanding of these.
- Excellent interpersonal skills and a customer-service focus.
- Ability to manage multiple streams of work and meet firm deadlines.
- Proficiency with Microsoft Word and Excel.
- Excellent written and oral communication skills.
- Excellent organizational skills, including record-keeping and attention to detail.
- Ability to work collaboratively with a variety of different people, including parish leaders and members of diocesan committees.
- Sense of humor and ability to handle conflict with sensitivity and compassion as well as firmness.