

## **Trinity Lower East Side Lutheran Parish and Trinity's Services And Food for the Homeless**

### **Position Description: Administrator**

#### **Overview:**

Trinity Lower East Side Lutheran Parish (TLES) and Trinity's Services And Food for the Homeless (SAFH) seek a full-time administrator who will support both organizations in effectively fulfilling their missions. The administrator will be employed by Trinity Lower East Side Lutheran Parish, and will work under the direct supervision of the Pastor of TLES and Executive Director of SAFH.

Trinity Lower East Side, celebrating its 180<sup>th</sup> anniversary in the heart of the East Village, is a congregation made up of members from diverse backgrounds and communities, is strongly committed to serving the poor and marginalized, and is radically inclusive of people of all sexual orientations and gender identities/expressions. Trinity's Services And Food for the Homeless is an independently-incorporated 501(c)3 non-profit soup kitchen and food pantry operating Monday through Friday and providing well over 200,000 free and nutritious meals each year.

#### **Details:**

- Full-time (40 hours per week)
- Hybrid (After one month of training and work in-office full time, a minimum of 2 days on-site, remainder of time remote)
- Compensation: \$45,000-\$50,000 per year plus health/dental benefits
- 15 Days (three weeks) paid time off per year.

#### **Skills/Qualifications:**

- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- Proficiency in Microsoft Word and Excel, as well as Google Drive (Sheets and Docs) are essential.
- Familiarity with basic bookkeeping principles and practices including Quickbooks
- Digital organization skills are needed (i.e. understanding how to name files so they can be sorted/found easily, knowing how to search, etc.)
- Experience with email marketing tools like Mailchimp is strongly preferred.
- A familiarity with liturgical worship traditions (Lutheran, Anglican, Roman Catholic) is strongly preferred but not required.
- Ability to maintain confidentiality when necessary.

## **Essential Functions:**

### **For Trinity Lower East Side**

- Working with Pastor, create and print weekly worship materials and upload digital copies to the website.
- Monitor and respond to general email address
- Create bi-weekly e-newsletters using Mailchimp
- Maintain all parish records (membership, baptisms, weddings, deaths, etc)
- Maintain and coordinate parish calendar
- Field inquiries about space rentals, create and file use of space agreements, and serve as contact person for all building users.
- Field inquiries about Youth Hostel, create and file invoices, and track payments.
- Submit and file annual parochial report (membership and financial statistics)

### **Accounting and Record Keeping (TLES & SAFH)**

- Pay bills and record deposits.
- Record donations
- Track expenses and vouchers for reimbursements from government and other agencies.
- Assist Executive Director of SAFH and Treasurer at TLES to monitor expenses to keep them within budget. Communicate this to program directors.
- Help prepare monthly statements of income and expenses for TLES and SAFH. Prepare quarterly reports for presentation to the Church Council and SAFH Board of Directors.
- Track payments by groups and individuals using the building.
- Work with auditor and Executive Director to prepare tax returns and annual audit for SAFH.
- Enter service statistics for Programs (Soup Kitchen and Food Pantries)

### **General Office (SAFH & TLES)**

- Order and organize office supplies.
- Provide for the maintenance of office equipment
- Filing of all paper work and digital receipts
- Keep up to date mailing lists. (parish members and friends, donors, volunteers)
- Ensure all USPS mail is posted in a timely manner
- Answer phone calls.
- Place Food Orders with vendors
- Place Paper Goods/Supplies Orders
- Print and cut appointment cards for food pantry
- Schedule volunteer groups and individuals as needed.
- Enter and maintain Volunteer schedules, adding a week at a time, one month out.

- Other tasks as directed by the Pastor and/or Executive Director.

**Grants (SAFH)**

- Assist Executive Director to write grant renewals and report to funders.
- Keep a calendar of deadlines and reporting dates.
- Maintain accurate files on grants and their status.
- Send acknowledgements to individual and other contributors.

To apply, email cover letter and resume to:  
[careers@trinitylowereastside.org](mailto:careers@trinitylowereastside.org)