

Job Title: Administrative Assistant

Location: Romanian Orthodox Episcopate of America, 2535 Grey Tower Road, Jackson, Michigan

Employment Type: Full-time, Monday through Friday, 9 AM to 5 PM

Reporting to: Archbishop and Chancellor

Contact: David Oancea, Chancellor - doancea@roea.org / 517-522-3656

About Us:

Join our dynamic team at the Romanian Orthodox Episcopate of America! Nestled in picturesque Grass Lake Township, our office is at the heart of the Episcopate's Orthodox Christian outreach and administration efforts. We are committed to excellence in communication and organization, supporting the mission of the Church across America.

Job Summary:

As an Administrative Assistant, you play a crucial role in the efficient functioning of our office and the Department of Publications. You will ensure that administrative tasks and departmental operations are carried out effectively, supporting our leadership and contributing to our community's spiritual and administrative goals.

Key Responsibilities:

- Office and Administrative Support: Serve as a critical point of contact, managing daily office operations, coordinating communications, and maintaining a welcoming environment.
- Department of Publications Administration: Oversee the administration of the Department of Publications, ensuring projects are completed on time and publications reach their intended audiences.
- Financial Management: Handle financial tasks, including budget oversight, transactions, and reporting for the Department of Publications.
- Digital Engagement: Update our website and engage with our community through social media, ensuring our presence reflects our values and mission.
- Team Collaboration: Support the Archbishop, Chancellor, and other team members in various project-based and operational tasks.

Who You Are:

- Fluent in English and Romanian, capable of excellent written and verbal communication.
- Proficient in Microsoft Office, Adobe, and QuickBooks, with a strong grasp of digital tools.
- Highly organized, attentive to detail, and possess a professional demeanor.
- A proactive problem-solver, passionate about contributing to a Christian, faith-based organization.

Benefits:

- Competitive salary
- Comprehensive health insurance (BCBS)
- Life insurance
- Pension plan

Join Us:

Are you ready to make a significant impact in a multifaceted administrative role? If you are driven, detail-oriented, and ready to advance your career in a spiritual setting, we invite you to apply.

Please send your resume and a cover letter to David Oancea, Chancellor, at doancea@roea.org or call 517-522-3656 for more information.

