



The Friends of Canterbury Cathedral in the United States (FOCCUS)

The mission of The Friends of Canterbury Cathedral in the United States is: To raise awareness of the spiritual presence and historic influence of the Mother Church of the Anglican Communion. Support Canterbury Cathedral and its vision for the work of the International Study Center in promoting understanding and peace among all people. To seek funds for the Canterbury Scholars to enable future leaders of the Anglican Communion to study together at Canterbury's International Study Center. To encourage interested Americans to experience the ministry of Canterbury Cathedral through pilgrimages and programs.

Administrative Assistant

This is a part-time position requiring someone to work from home around 30 hours per month. Annual salary is \$9,600. A laptop computer will be provided, but it will be possible to perform some of the duties at Saint Thomas Church Fifth Avenue, liaising with the Executive Assistant to the Rector, currently the Chair of the FOCCUS Board.

The Finance Department of Saint Thomas Church will assist the Administrator with bank reconciliations, the filing of IRS taxes, and the annual 990 EZ tax form.

To apply, please send a letter of interest, a resume, and the names of two referees to:

FOCCUS@saintthomaschurch.org

Job Description:

Position reports to the Chair of FOCCUS.

Collect mail and deposit checks from donations, send donation acknowledgement letters.

Arrange for 2 appeal letters each year.

Assemble a newsletter every February/March.

Keep the database up to date.

Check on the website and keep up to date with appeal letters and the newsletter.

Build relationships with members of Canterbury Cathedral staff.

Aid in publishing Canterbury Cathedral events in the United States.

Monitor checking and savings accounts. Balance at the beginning of each month when bank statement comes.

Check and respond to emails in a timely manner.

Pay bills.

Plan, organize and attend 2 board meetings each year, one in the spring and one in the fall.

Pay quarterly IRS taxes.

Email trustees with any pertinent information.

File 990 EZ tax form every fall.

Summarize income/expense by category at the end of fiscal year.

Prepare FOCCUS budget (with help from Treasurer).

Monitor paper supplies and order when necessary.

Other duties as assigned.