

THE CHURCH HOME SOCIETY, INC.
138 Tremont Street
Boston, MA 02111

JOB DESCRIPTION FOR ADMINISTRATIVE DIRECTOR

The Church Home Society is an independent non-profit corporation related to the Episcopal Diocese of Massachusetts. Its objective is to provide support to underserved young persons by making financial grants to both religious and other non-profit organizations which work with and/or for young persons, and further to provide support in other ways as the Society may determine to be useful.

I. GENERAL DESCRIPTION

- A. The title of this position shall be Administrative Director.
- B. This position shall be part-time, averaging approximately forty-eight hours per month, lower in the summer months and higher in preparation for a grant meeting, but may vary if there are special projects.
- C. This is an hourly/nonexempt position, and the hourly rate is negotiable. It is both an in-person and “work from home” situation.
- D. The term of the initial contract shall be for one year.
 - 1. There shall be a review at the end of nine months.
 - 2. Two months’ notice shall be required for either party to terminate this contract.
- E. The Administrative Director shall be accountable to the President of the Board in all matters, in addition to the Treasurer of the Board in financial matters.

II. SPECIFIC TASKS AND SKILLS

- A. Administrative
 - 1. Responsibility for CHS’s office at 138 Tremont Street and any authorized home office, including secretarial and clerical functions and support for the Board of as requested.
 - 2. Attendance at Board meetings is mandatory unless excused.
 - 3. Administrative liaison between the Board of Directors and the Diocese.
 - 4. Administrative liaison with religious and other non-profit organizations as directed by the Board.
 - 5. Handling of publicity for CHS under the guidance of the Board.
- B. Assistance with Grant Programs
 - 1. Receipt and acknowledgement of all proposals.

2. Assistance with grant programs in specific areas as directed by the Board (ex. research regarding areas of youth work in which the Board may wish to become engaged).
3. Initial review of all proposals and preparation of a summary of each with comments for the Board.

C. Financial

1. Maintenance of the office operating (checking) account and payment of office expenses and related bills.
2. Assistance to the Treasurer of the Board regarding preparation of financial reports.
3. Assist the Treasurer in the preparation of the Annual Audit process (see below).

D. Payroll

1. Working with the Auditor and the Treasurer, ensure that monthly payroll taxes are deposited and review the quarterly and annual payroll tax reports which have been prepared by the Auditor.
2. On a monthly basis, and in consultation with the Treasurer, prepare the necessary paperwork for payment of monthly payroll from our Endowment Fund with Boston Financial Management

E. Audit

1. The Auditor will provide a list of needed items (about 12) for conducting their audit.
2. Assist the Treasurer in handling inquiries from the Auditor to ensure the necessary steps for completing the audit report, management letter, and filing of the IRS Form 990 and Commonwealth of Massachusetts Form PC

F. Grants

1. Ensure checks drawn from our Endowment Fund with Boston Financial Management are authorized by the Treasurer and ensure that they are mailed to the approved grant recipients.
2. Ensure that all acceptance and rejection letters are provided to all grant applicants per Board votes.

G. Adoption Records

1. Direct to Home for Little Wanderers inquiries regarding adoption record information, which may, by law, be disclosed.

2. When directed by the Social Worker for the Home for Little Wanderers, ensure delivery of the required adoption file via a “pdf”.
3. If a more involved inquiry is needed, it will be referred as determined by the Board.

III. QUALIFICATIONS

The CHS Administrative Director must possess strong demonstrated administrative management skills and experience, be highly self-motivated, and be nimbly adaptable, as well as being comfortable handling day-to-day clerical/secretarial duties. This person will work alone to carry out the directions and policies as established by the Board of Directors. Honesty and personal integrity are absolute requirements. The person must have a commitment to the mission of CHS. A bachelor’s degree is required, along with possession of some level of bookkeeping and skills/experience in office technology (Word, Excel, Zoom, databases, etc).

Interested parties should submit a cover letter and resume by April 5 to tchs@diomass.org.