

# **Staff Duties**

October 2010

## **Reception and Administrative Support**

**Gloria Williams**

Process registrations and prepare materials for Diocesan Events and Trainings

- Convention

- Convocation

- Safe Church training

- Eucharistic Visitor training

Coordinate and process data entry of Parochial Reports in the National Church database.

Maintain and update diocesan mater database.

Manage diocesan phone and voicemail system

Respond to general inquiries using knowledge of diocesan systems and programs, and standard Episcopal reference works

Maintain and circulate master calendar of diocesan meeting and events

Schedule and coordinate use of diocesan meeting rooms

Assist with diocesan convention planning

Distribution and preparation of incoming and outgoing diocesan mail, including batch mail

Greet and direct visitors to the diocesan office

Inventory and purchase general office supplies

Monitor status of general office equipment and interact with vendors as required