

**Episcopal Church of Liberia (ECL) Development Society  
Board of Director**

December 12, 2022

**Job description for Administrative Officer  
Episcopal Church of Liberia Development Society**

Who we are: The Episcopal Church of Liberia (ECL) Development Society established as a not for profit corporation and mandated by the Special Diocesan Convention held in February 2019, to implement the adopted investment Strategy exclusively for the Churches' benefit in support of its religious, economic, pension, healthcare, charitable and educational ventures. The Society reports to the Chairman of the Board of Trustees and the Bishop of the ECL.

**Job Description**

**Position: Administrative Officer to the Chairman and Vice Chairman of the Development Society**

**Duties & Responsibilities**

- Manage the Bank Account and other Assets of the Society as directed
- Greet clients and guests and make them feel comfortable, in person, on Zoom and over the phone.
- Manage the schedule for events and Zoom meetings
- Take Minutes and keep records of meetings and event
- Provide executive secretariat services to Board Members of the Society and its associated entities
- Provide research details to the Society, as requested by the Board or officers
- Develop and Maintain the Society Real Estate Digital Achieves and verify its assets in general, including land gifts, deed transfers and safe keeping of endearment funds.
- Order all supplies, material and equipment as requested and as necessary to ensure that the projects of the Society are successful.
- To coordinate all projects and stay connected with the Society's partners and clients.
- Ensure that the Society's records and archives of assets are up to date
- Sign and Monitor compliance to and with the Society's Code of Conduct
- Alert the Chairman and Vice Chairman of potential security or violation of the Code of Conduct, asset and any other related issues.
- Oversee the bank account and financial records of the Society
- Provide all other services as may be necessary for the growth of the Society.

## **Education and Experience Requirements**

- College Degree in Business Administration or related area with at least three (3) years of work experience.
- Master degree or ten years work experience will also be considered.
- Two - Four years working as an administrator preferred with a MA degree.

## **Required Skills**

- Self-motivated, highly organized and detail-oriented
- Verbal and written communication skills
- Basic math and accounting skills
- Computer literacy is required
- Microsoft office suite is essential (word, excel, PowerPoint minimum).
- Knowledge of Zoom and WhatsApp communication tools are essential
- Human relations and communication skills essential

## **Preferred Skills and background**

- Must be an Episcopalian active with the Church
- Critical thinking, evaluation and analytical skills
- Writing and dictations taking excellence in the English language
- Leadership abilities

## **How to apply**

If you meet the above requirements and would love to join us, please submit a one-page cover letter and CV to: [ckfayia@yahoo.com](mailto:ckfayia@yahoo.com) and [deekaysack@gmail.com](mailto:deekaysack@gmail.com) with the Subject: **Application for Administrative Officer to the Chairman and Vice Chairman of the ECL Development Society.** Qualified female applicants are encouraged to apply. Only shortlisted candidates will be contacted. Deadline for application is December 31, 2022 at 5:00 P.M. absolutely, no application beyond this deadline will be accepted.