



Executive Assistant to the Bishop

Position Description

This position is responsible for supporting the bishop, in effectively carrying out his/her mission and ministry in the diocese. The executive assistant is a highly self-motivated professional capable of managing the work load and prioritizing tasks in a fast-paced environment. Overall knowledge of the following is essential: procedures; protocols; and expectations regarding the functioning of the diocese on canonical, program, and personal levels. This individual will work independently and collaboratively with minimal direction; confidentiality is paramount.

Reports to:	Bishop Canon to the Ordinary Day to Day
Classification:	Non-exempt
Status:	Full time:35 hours/week
Supervisory Responsibilities:	Yes
Salary:	\$27.00/hour

Areas of Responsibility

- Coordinates executive communications, including taking calls, responding to emails and interfacing with clients
- Prepares internal and external documents for team members and mission partners
- Schedules meetings and appointments and manage travel itineraries
- Maintains an organized filing system of paper and electronic documents
- Upholds a strict level of confidentiality
- Develops and sustains a level of professionalism among staff and members of our diocese

Essential Duties

Bishop Activities:

- Maintains official records
- Coordinates travel arrangements
- Develops annual visitation schedule
- Maintains correspondence and files of the bishop
- Manages bishop's calendar / screening and triaging calls and making appointments / posting appropriate events to the online calendar
- Works closely with the bishop on sensitive, confidential clergy issues

Initiation and Maintenance of Diocesan Records:

- Maintains current Constitution and Canons
- Issues /receives letters dimissory
- Maintains clergy files: canonical residence, licensing, correspondence
- Tracks marriage consents
- Maintains church files
- Maintains renunciation, deposition, restoration records
- Prepares ordination, confirmation and new rector institution certificates

Diocesan Convention:

- Performs functions of secretary of convention throughout the year
 - delegate certification
 - clergy certification
 - in partnership with the communications director, production of pre-convention and convention materials
- Manages all aspects of registration and coordination of all delegate materials
- Develops and publishes convention journal and resource directory
- Develops and maintains clergy directory
- Serves as member of convention planning committee

Diocesan Office

- Supervises administrative support staff (currently two FTE's)
- Serves as purchasing manager for office needs and supplies

Diocesan Governing Bodies

- Sets up meetings; distributes minutes, agendas and other materials
- Dispatches announcement of meetings
- Organizes hospitality

Commission on Ministry

- Maintains ordination files
- Tracks postulants/candidates toward ordination
- Coordinates ordination services
 - prepares certificates and declarations
 - prepares ordination bulletin
 - acquires Bible
 - participates in planning reception
- Liaison with general board of examining chaplains

Wider Church:

- Serves as:
 - diocesan ordination officer
 - recorder of the annual report of ordinations
 - Church Pension Group liaison for clergy changes
 - Episcopal Church Annual (Redbook) updater

Other Duties

- Provides support for key diocesan events
- Serves as liaison to chaplain to retired clergy
- Other duties as assigned

Qualifications/Experience

- High School Diploma required; advanced degree desired. Experience: minimum 3-5 years executive assistance
- Proven work experience as a senior executive assistant, executive administrative assistant or similar role desirable
- Advance skills in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat and Professional
- Knowledge of the Episcopal Church and its organizations preferred
- Proficient in social media web platforms with an ability to become familiar with firm-specific programs and software
- Familiarity with online calendars and cloud systems
- Experience using office equipment, including printers, postage, folding machines and copiers
- Experience exercising discretion and confidentiality with sensitive diocesan information
- Strong communication skills (via phone, email and in-person)
- Proficient in collaboration and delegation of duties
- Strong organizational, project management and problem-solving skills with impeccable priority setting and multi-tasking abilities
- Exceptional interpersonal skills
- Friendly and professional demeanor

Other Requirements

- Ability to adjust personal schedule to work flexible hours, including weekend and evening as necessary and to attend meetings at locations throughout the diocese
- Maintain a valid driver's license, insurance, access to transportation
- Ability to walk up three flights of steps if necessary. Moderate lifting of documents and hardware (up to 30 pounds) is required.

Please submit resumés with references to the Rev. Canon Nancy R. Holland, Canon to the Ordinary, nholland@edsd.org by close of business Wednesday, February 23, 2018.