

Position Description

Title: Executive Assistant to the Bishop
Status: Full-time; This position is 40 hours, Monday through Friday.
FLSA Classification: Nonexempt
I. Position Summary
The Executive Assistant is responsible for supporting the Bishop's ministry and activities; and managing policies, records, and reporting.
II. Key Relationships
The Executive Assistant reports to the Bishop and works as part of the Executive team. S/he works collaboratively with coworkers and committee officers. S/he also interacts with people throughout the Diocese and wider Western North Carolina community.
III. Essential Functions
<p>The Executive Assistant facilitates and provides structure for the day-to-day work of the Bishop, with specific responsibility for the following activities:</p> <ul style="list-style-type: none">• Manages Bishop's calendar, travel, and correspondence, both print and electronic.• Screens calls, greets visitors, and promotes goodwill at Diocesan events on behalf of the Bishop.• Coordinates all details associated with parish visitations and fundraiser appointments.• Prepares and maintains the Bishop's Files and Committee Meeting Binders.• Prepares all materials needed by the Bishop for meetings and events.• Coordinates registration and travel arrangements for the Bishop and Deputies to attend General Convention.• Prepares Annual Reports on behalf of the Bishop and compiles the Journal.• Maintains Bishop Henry Center policies and confidential records and prepares non-financial reports.• Serves as the liaison between the Bishop and The Episcopal Church contacts.• Other administrative duties as assigned. <p>The Executive Assistant directly supports the Bishop's leadership on the various bodies for which the Bishop serves as a member, in the following ways:</p> <ul style="list-style-type: none">• In collaboration with the Bishop and Canon prepares the agenda.• Sends meeting reminders and other advance and follow-up materials.• Helps maintain records and provides other assistance as requested.

- Posts applicable materials to shared docs.
- Coordinates with the Canon the nomination and election process for Diocesan Convention in conjunction with the Secretary of Convention, and maintains Diocesan committee records.
- Serves as the Ordination Officer and maintains clergy records, both physical and electronic.
- Performs background checks for clergy seeking to be admitted and/or licensed and maintains associated physical and electronic records.
- Informs new clergy about the process for the Dismantling Racism and Safeguarding God's Children training programs and clergy licensing and renewals.
- Working with the Canon, assists the Bishop by preparing materials for Celebration of New Ministries and Ordinations
- Working with the Canon, assists in maintaining the Nominees in Process of Holy Orders lists and files.
- Performs background checks for all Nominees in the Holy Orders process.

IV. Other Functions

The Executive Assistant also performs these duties:

- Serves as the Notary Public.
- Perform other duties as needed to support Bishop Henry Center operations and client services.

V. Position Qualifications

This position requires at least three years of responsible administrative experience preferably in a religious or other nonprofit organization.

To best serve the Bishop and the Diocese, the Executive Assistant must be, or be willing to become, knowledgeable about the organization's mission, programs, services, and activities. S/he must also be committed to the organizational values of faithfulness to the Episcopal ethos, quality service, clarity of purpose, a welcoming environment, and sense of community.

In order to be successful in this position, s/he must demonstrate the following competencies:

- High ethical standards and the ability to maintain confidentiality.
- The ability to interact well with others across differences.
- The ability to speak and write in a clear, concise, and convincing manner for the intended audience, using Standard English.
- Fluency in Spanish (spoken and written) is desirable.
- Intermediate to advanced knowledge/skill using Microsoft Word, Excel, and PowerPoint.

- Exceptional planning and organizational skills, and a strong ability to prioritize and manage multiple tasks.
- Organized, self-directed, and able to work independently.
- A personable and friendly attitude, with a strong sense of professionalism, collaboration, and client service.
- Patience and the ability to remain calm in challenging situations.

VI. Working Conditions and Environment

The Executive Assistant works at the Bishop Henry Center, which is a typical office setting. S/he also occasionally attends meetings held in other locations throughout the Diocese. This position requires the ability to see and sit for long periods, and sufficient manual dexterity to write and use typical office equipment on a regular basis. It requires the ability to occasionally stoop, bend, reach, and lift items weighing no more than 35 pounds.

This job description is subject to change based on organizational needs.

To apply:

Please submit a cover letter (addressed to Bishop José A. McLoughlin) and resume to The Rev. Canon Augusta canonaugusta@diocesewnc.org