



# The Episcopal Diocese of Georgia

The office of the Rt. Rev. Scott Anson Benhase, Bishop of Georgia

## Job Posting – Office Administrator

**JOB SUMMARY:** The Diocese of Georgia seeks a motivated individual to serve as its office administrator. This position requires a courteous and competent individual with strong communication skills, a high-level of comfort with technology, and the ability to thrive in a self-directed environment to manage office operations. The Diocese is located on Bay Street in Savannah, GA and supports over 68 congregations and ministries across the state.

**RESPONSIBLE TO:** The Canon for Administration for all matters of the Diocesan mission and ministry.

### RESPONSIBILITIES

To work with the Canon for Administration, the Bishop, other Diocesan staff, and the clergy & lay leadership of the Diocese, specifically to:

- Manage basic office operations and maintenance, including organization of administrative files, physical and digital
- Manage planning and execution of Annual Diocesan Convention and other large Diocesan events as scheduled
- Serve as Ordination Registrar and office liaison with Commission on Ministry of the Diocese to usher seminarians through the ordination process
- Maintain a database for all diocesan clergy & laity to support communications and outreach efforts. Additionally, support database training and reporting
- Manage information technology including hardware, software, online backups, and database management
- Support financial data entry, including checks receivables

### DESIRED EXPERIENCE

- 3-5 years experience in office operations or project management
- Strong project management skills
- Strong written and verbal communication
- Event planning and scheduling experience backed by effective relationship building and outreach skills

- Ability to operate office equipment such as computers, copiers and phone systems
- Experience with basic IT management and systems
- Proficient in Microsoft and basic database management, research, and analytical skills
- Ability to travel periodically within the Episcopal Diocese of Georgia

#### **ANNUAL COMPENSATION:**

The Annual Cash Salary and benefits are reviewed and adjusted each year considering changes in the Consumer Price Index, the current Diocesan salary standard, and when applicable, the merits and scope of ministry performance and responsibility. The Diocese provides full benefits with medical insurance, 403b, and group-life.

#### **OTHER CONSIDERATIONS:**

- two weeks annual vacation.
- Federal holidays as leave days (when not conflicting with major diocesan events).

To apply, please send your cover letter, current resume, and three references via email to: Canon Katie Willoughby <[kwilloughby@gaeepiscopal.org](mailto:kwilloughby@gaeepiscopal.org)>.

You may also send your application to:

Canon Katie Willoughby  
Diocese of Georgia  
611 E Bay Street  
Savannah, GA 31401