

## Position Description

Job Title	Executive Administrative Assistant to Bishop
Reports to	The Bishop of Alabama
Directly Supervises	n/a
Classification FLSA	<b>Exempt</b>
Schedule	<b>Full-time</b>
Location	Carpenter House
Compensation	
Effective Date	

### Job Summary

The Executive Administrative Assistant will be the first point of contact for the Bishop of Alabama and will provide administrative and logistical support for the Bishop's office and to the Canon to the Ordinary's office.

### Roles and Responsibilities

*Note: Annual objectives and measurement goals will be determined with direct supervisor by December 15 each year. It is recommended that there only be 4-6 goals matching the responsibilities below.*

### Scheduling and Administrative Management

In consultation with the Bishop and Canon to the Ordinary, manage calendars and communications to fulfill strategic purposes and obligations.

- Schedule House of Bishop meetings, parish visitations, Installation, Confirmation and Ordination services, and pre- and post-meetings with parish clergy and laity as needed. Arrange all travel and itineraries for the Bishop and Canon to the Ordinary, as requested.
- Diligently manage the Bishop's calendar so that there is adequate time for travel, writing, and sabbath.
- Clarify and communicate customary and details regarding all events and visitations
- Ensure Bishop has a service schedule and logistical information for visitations and special services. Call each parish two weeks prior to a visit to confirm details and logistics.
- Answer phone calls and responds to emails in a timely manner on behalf of the Bishop and Canon as required
- Prepare and distribute documents as requested
- Meet weekly with the Bishop and Canon to review appointments, meeting requests and events.

- Schedule and communicate staff meeting dates and times
- Provide staff support to the Standing Committee.

### **Administrative tasks related to clergy & Bishop's office**

- Creates and maintains office files, including contact information, for all persons in the discernment process.
- Performs administrative tasks in the Discernment Process including coordination of administrative tasks for meetings of the Commission on Ministry and Standing Committee for ordination.
- Coordinates participation of seminarians in the General Ordination Exams.
- Coordinates printing of certificates for ordination and the celebration of new ministry.
- Prepares letters for the Bishop as needed, including: Letters of Dimissory/Acceptance, Letters of Good Standing, Letters of Recommendation, Letters of Agreement for Priests and Letters of Agreement for Deacons.
- Coordinates clergy background checks.
- Maintains parish staff information in the diocesan database.
- Issues Lay Eucharistic Ministry and Lay Reader licenses with the Bishop's approval.

### **Other Duties**

- Assists with hospitality for meetings, taking the lead in preparing for Standing Committee, and assisting as requested with Fresh Start, Diocesan Council, Commission on Ministry, and/or Staff Meetings.
- Send out notices and reminders for Standing Committee meetings in a timely manner and upon the Bishop's approval
- Assists with receptionist's duties as needed.
- Other administrative duties as assigned by the Canons and the Bishop of Alabama.

<b>Qualifications and Requirements</b>
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### **Education and/or experience:**

- Three or more years administrative experience working in a complex, not-for-profit organization
- College degree preferred
- Ability to use Google Workspace, Zoom and ACS.
- Ability to learn and utilize new technologies, i.e., meeting platforms, other membership systems, other tools provided by the Director of Communications.
- Ability to communicate warmly and effectively both in person and over the phone and email

- Ability to discern critical issues requiring the Bishop’s engagement.
- Ability to handle difficult situations and make appropriate referrals.
- Professional judgment, discretion, and compassion in responding to the variety of constituents vying for the Bishop’s attention.

*Helpful to have at the onset or ability to learn:*

Extensive knowledge of the Episcopal Church (including Constitutions and Canons) and the Diocese of Alabama.

**Core Competencies**

**Attention to Detail:** Consistently attends to the smallest of details while keeping the larger picture in mind; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem

**Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest, and transparent communication; keeps confidences; admits mistakes; doesn’t operate with hidden agendas; responds to situations with constancy and reliability.

**Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates efforts on the most important priorities; can appropriately balance priorities.

**Organizational Knowledge:** Knowledgeable about how Diocesan and Episcopal Church decision making and leadership works; knows how to get things done through formal and informal decision-making channels; can maneuver through charged political situations effectively and quietly; anticipates organizational barriers

**Helping Orientation:** Demonstrates concern for and attends to the needs of constituents; projects a sense of empathy and understanding when dealing with members and friends of the Diocese; is able and willing to supply answers and resources that others find satisfying. Returns phone calls and answers emails within 48 hours.

**Acknowledgement**

Employee signature:

Date:

Supervisor signature:

Date: