

EXECUTIVE ASSISTANT TO THE DIOCESAN BISHOP JOB DESCRIPTION

BASIC FUNCTION

The Executive Assistant is an exempt staff position which has as its major responsibility the performance of administrative, clerical, and organizational duties to support the ministry of the Episcopal Diocese of Pennsylvania and the Bishop of the Episcopal Diocese of Pennsylvania. This position also assists the Diocesan Staff as needed, and functions as a member of the team.

He or she must be a seasoned and highly competent office administrator, well organized, with good people skills, with pastoral sensitivity, the ability to keep a cool head under pressure, and to use independent, sound judgment when the need arises. She or he must be professional in appearance and demeanor, loyal and discreet, with a sense for Episcopal Church polity and the need for confidentiality concerning information coming into and out of the Bishop's office.

As Executive Assistant, the person who fills this role must be the "traffic control," assuring that the Bishop is not overbooked, keeping the Bishop organized on a day-to-day basis, screening calls and appointments and when appropriate forwarding the same to one of the Canons on behalf of the Bishop. The Executive Assistant/Secretary is tasked with responding to clergy needs and directing concerns to the appropriate person for resolution.

SPECIFIC ACCOUNTABILITIES

1. Maintains the Bishop's calendar by scheduling meetings, appointments, Episcopal Visitations, and making travel arrangements.
2. Oversees the diocesan calendar scheduling.
3. Responds to calls and emails, providing appropriate information and scheduling appointments, as needed. As appropriate, provide hospitality for guests, visitors, or meetings.
4. Prepares certain diocesan reports on behalf of the bishop.
5. Manages the Bishop's correspondence as requested.
6. Coordination with Diocesan Council, Standing Committee, Commission on Ministry, and Deans Gatherings.
7. Creates, maintains, and distributes files (including highly confidential files).
8. Prepares for the Bishop materials necessary for marriages (in accordance with Canon 19), the Annual Report to the Episcopal Church, all materials for meetings and visitations, letters dimissory and letters of acceptance of clergy, check requests and cash and AMEX vouchers for payment.
9. Maintains clergy files, church files, Canon 19 files and the Bishop's Administrative files.
10. Responsible for taking a leadership role in preparing and managing the logistics of Diocesan Convention, Clergy Days and Retreats, and other major events involving the Bishop throughout the year.
11. Interaction with clergy, churches, institutions, staff, and laity.

12. Clerical Duties (Including: Prepare or assist with general diocesan mailings and meeting arrangements, assist with Diocesan Convention, compile Annual Report, coordinates with Canons to the Ordinary Visitation calendars and scheduling, functions as diocesan registrar for General Convention attendees)
13. Other duties as assigned.

SPECIAL REQUIREMENTS OR PROFICIENCY LEVELS

- Bachelor's Degree or business school training (or equivalent experience).
- Five years of administrative and/or office management experience preferred.
- Personal computer background with proficiency of Macintosh Computers, Microsoft Office Suite including Word, Outlook, Excel, PowerPoint; database; demonstrated ability with computer and information technology; knowledge of social media communication. Ability to learn new computer programs and platforms.
- Basic knowledge of business procedures.
- Organized and able to prioritize work for timely completion.
- Ability to multi-task and manage busy desk; flexibility required; work duties are subject to interruption and must be able to prioritize tasks.
- Ability to communicate effectively, both orally and in writing and have an excellent command of English composition. Relates well with various professionals, clergy, laity and peers.
- Ability to maintain composure under stress and attend to people in crisis.
- Good judgment regarding sensitive matters. Ability to accept responsibility, and maintain confidentiality regarding pastoral communications.
- Self-motivated and able to work with little or no supervision at times.
- Ability to maintain a positive attitude
- Ability to take initiative
- Working knowledge of the Episcopal Church (Diocesan/National Canons) and its religious language preferred.
- Ability to take direction from a variety of people to integrate into work required by Bishop.

ADDITIONAL REMARKS

- Must be dependable, self-directed and self-motivated in performing tasks.
- Handle a wide variety of responsibilities with good follow-up skills.
- Must maintain a professional manner at all times.
- Must be resourceful in locating information as needed.
- Able to excel in a busy environment.