



Administrative Assistant to the Canons

Job Status: Full-time, 40 hours per week

Schedule: Monday-Thursday 9-4, some Fridays 9-12 in rotation with other staff, some evenings and weekends are required

Reports to: Canon to the Ordinary

Overview

In the Diocese of Western Massachusetts, we understand ministry as a shared participation in God's mission of reconciliation, healing, and renewal. Rooted in the Gospel of Jesus Christ and grounded in the promises of Baptism, we affirm that the ministry of the Church is never carried out in isolation, but through relationships of mutual care, accountability, collaboration, and trust.

The diocesan vision, "**Growing in God's Mission: We are in this TOGETHER!**" reflects our commitment to a way of being Church that values connection over isolation, collaboration over competition, and mutual ministry over individualism. Together, trusting in the guidance of the Holy Spirit, we commit ourselves to cultivating communities where all God's people may grow in faith, serve with joy, and participate fully in God's dream for the world.

Position Summary

Provides administrative and operational support for the Canon to the Ordinary and the Canon for Discipleship and Vocations, including clerical and organizational work. Attention to shifting and details is crucial, must be adaptable and have the ability to navigate multiple competing priorities. The Administrative Assistant must be comfortable in an inclusive, Christian spiritual setting and enjoy the challenges of supporting a Diocese of diverse people and programs. This position requires strong relational skills and a commitment to confidentiality.

Key Responsibilities

Provides general administrative and operational support to the Canon to the Ordinary and the Canon for Discipleship and Vocations to include:

- Event planning, coordination, and hosting for off-site diocesan programming including ordering and coordinating food, coordinating space rental and setup, preparing name badges and materials, and other similar tasks. Events include but are not limited to: Clergy Days and Clergy Conference, ordinations, renewal of vows, and other diocesan liturgies, corridor events such as vestry days, and commission on ministry gatherings. Some of these events require overnight stays, evenings, and weekends.



- Coordinate background checks for clergy entering the diocese, candidates for Holy Orders, and applicants for licenses. This includes getting permission from applicants, submitting information to the background check providers, and submitting billing to the finance department.
- Parochial Reports: Coordinate annual notices to parishes, support leaders in accessing the system, and coordinate with the General Convention Office to retrieve and prepare data for use by the diocese.
- Fresh Start – Maintain the Fresh Start roster, coordinate food and logistics for events, and send new clergy packets; maintain the mentor/mentee roster and ensure payment is begun and ended appropriately by the payroll department.
- Grant Support – Receive applications for grant programs, support the canons in working with grant committees, submit grant awards to the finance department for disbursement; communication with applicants for scholarships and sabbatical grants for necessary follow-up.
- Discernment process support – Assist with registration and logistics for Loving the Questions and Community of Discernment; assist the Canon for Vocations with coordinating paperwork for the Commission on Ministry.
- Support for ordination (certificates, bibles, liturgical bulletins, collaborate with Cathedral), and carry out the responsibilities of the Ordination Officer with CPG.
- Safe Church and other required trainings: Coordinate roster of safe church trained volunteers and clergy, tracking and distributing modules participation as well as sending triennial reminders to clergy; send safe church certificates to parishes; coordinate registrations and zoom meetings.
- Lay Licensing: Maintain roster of diocesan licensed lay leaders, coordinate annual renewals with parishes, and send certificates to licensees
- Support the Canon to the Ordinary in transition process including maintaining the transition manual, supporting the development of Letters of Agreement, and other tasks as needed.
- Manage the diocesan clergy supply list.
- Collaborate with the Communication Department to manage the new diocesan database.
- Other similar responsibilities as assigned by the Canons or the Bishop.

Qualifications

An associate's degree in a Secretarial/Administrative discipline, or the equivalent. A working knowledge of Microsoft Office and the associated software (Word, Excel, PowerPoint, Access) and knowledge of or willingness to learn Constant Contact; good listening and communications skills and highly flexible. The candidate for this position should be very organized and detail oriented. The job requires administration, organizational and hospitality skills with reliable transportation for off-site events.

Job experience should include five or more years of hands-on experience in administrative assistance and a minimum of 2 years relevant experience in event planning. There are no religious affiliation requirements, but the candidate should be comfortable and capable of functioning in a spiritual setting, even-tempered and capable of communicating effectively in a team-like environment.

Core Competencies

- **Attention to Detail:** Attends to the small pieces which must be assembled into an organized whole; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels and builds appropriate rapport; considers the impact of their actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Verbal and Written Communication:** Able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener. Is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers messages in a tone appropriate to the context.
- **Team Orientation:** demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for their part in team failures.

Compensation and Benefits

Compensation is commensurate with education and experience. The salary range for the position is in the range of \$ 55,000-65,000 and will be determined based on qualifications and experience.. The employee will receive pension and health benefits. Other benefits include generous paid time off and parental and other leave benefits.



*The Episcopal Diocese of
Western Massachusetts*
Growing in God's Mission: We Are in This Together

Equal Employment Opportunity / Affirmative Action

It is the practice of the Episcopal Diocese of Western Massachusetts to establish and promote a continuing program of action fully committed to assuring equal employment opportunities to all employees and applicants without regard to race, color, sex, age, national origin, disability, status as a disabled or Vietnam Era veteran, ancestry, sexual orientation, gender identity or expression, or marital status and to affirmatively seek to advance the principles of equal employment opportunity.

The Episcopal Diocese of Western Massachusetts believes diversity is of God and God's good creation. We are dedicated to recognizing, understanding, celebrating, and utilizing differences to participate in God's mission. We are particularly committed to racial healing, justice, and reconciliation in the Church and in society. Individuals from historically under-represented groups are encouraged to apply.