



Executive Assistant to the Bishops

The Episcopal Diocese of Washington is a dynamic community of parishes and schools in the District of Columbia and four adjoining Maryland counties. We aspire to draw people to Jesus and embody his love for the world by equipping faith communities, promoting spiritual growth and striving for justice.

The Executive Assistant to the Bishop performs a full spectrum of administrative support functions with exceptional organization and communication skills. The position's primary focus is assisting the Diocesan Bishop fulfill her goals and responsibilities, providing administrative and logistical support and being the first point of contact in the Bishop's office. The Executive Assistant also provides administrative support to the part-time Assisting Bishop.

Essential Functions:

- **Scheduling and Calendar Management:** In consultation with the Bishop, manage her calendar to fulfill strategic purposes and ensure that she meets her obligations.
- **Communications Support:** Monitor and respond to incoming general communications and calls, maintaining confidentiality.
- **Administrative Support:** Provide a full range of support functions for meetings, travel, events, serving as Bishop's liaison. Manage routine financial tasks for payments, credit card reconciliation.
- **Canonical Act Support:** Receive and prepare documents requiring the Bishop's action.
- **Worship Support:** Ensure Bishop has service schedule, vestments and logistical information for visitations and special services.
- **Records Management:** Manage and maintain records of Canonical Acts, the Office of the Bishop and clergy status.
- **Administrative support for the Assisting Bishop as needed.**

Qualifications and Requirements:

Three or more years administrative experience working in a complex, not-for-profit organization.

Ability to use Google Workspace, Zoom and membership database.

Ability to learn and utilize new business technologies, i.e., meeting platforms, membership systems, phone apps.

Ability to communicate effectively orally and in writing, appropriate to the media used, i.e. text messaging, Facebook, email, phone.

Ability to discern critical issues requiring the Bishop's engagement.

Ability to handle difficult situations including aggressive callers and visitors and make appropriate referrals.

Professional judgment 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, Diocese of Washington and the Constitutions and Canons of the Episcopal Church.

Knowledge of Episcopal Church and regional leadership and polity.

Ability to speak Spanish a plus.

Core Competencies Required:

Attention to detail, integrity and trustworthiness, time management, organizational knowledge and a helping orientation.

Application process: Please submit a letter of interest, resume and names of three professional references to khall@edow.org no later than 5:00pm on January 6, 2021. Competitive salary commensurate with experience and comprehensive benefits package offered to successful candidate.

The Episcopal Diocese of Washington is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.