

# All Saints' Episcopal Church

209 West 27th Street  
Austin, Texas 78705  
512-476-3589  
allsaints-austin.org

## Executive Assistant (Full-time)

All Saints' Episcopal Church seeks a well-organized Executive Assistant to contribute to our flourishing community. All Saints' is an active and growing historic church located on The University of Texas campus. In 2024, All Saints' will roll out a new brand identity and embark on a facility feasibility study and related capital campaign. In 2025 we will celebrate our 125<sup>th</sup> anniversary. It is an exciting time at All Saints'.

This newly created position is full-time, salaried with benefits, and requires working in the church office Monday-Friday. The Executive Assistant reports to and works closely with the Rector (Head Pastor), supporting her in her various responsibilities, administrative duties, and care of parishioners. The Executive Assistant's duties include managing the Rector's schedule and helping to facilitate her communications, prioritizing emails and phone calls, gathering documents to prepare for meetings, and coordinating travel arrangements. In addition to serving the parish, the Rector provides services to the wider church, including board service. A high level of trust, organization, adaptability, pastoral sensitivity, and confidentiality is required in this position.

### The Executive Assistant's responsibilities include:

- **Create, maintain and manage** the Rector's appointments, meetings, calendars, and project timelines, including making appointments and prioritizing the most sensitive matters. Maybe be asked to attend meetings to take minutes and produce meeting follow up checklist.
- **Organize** the office, including answering phones in a polite and professional manner and directing calls to the correct people as well as greeting visitors and identifying the purpose of their visit before directing them to the appropriate person. Disseminate memos, reports and other information to relevant colleagues. Order office supplies, maintain office supply budget, and interact with suppliers, including negotiating with suppliers and vendors to gather quotes, ordering supplies and maintaining office inventory, and in some cases identifying lower-cost or more efficient suppliers.

- **Manage, maintain and organize** project and schedule lists (including pastoral care and public prayer lists), and meetings, including scheduling, logistics, materials, reminders and catering when necessary. Organize utilization of various office volunteers. May be asked to serve on special projects or committees, or attend as a representative.
- **Write and produce** business related correspondence and scheduled reports. Assist the Rector in internal and external business correspondence and communications. Draft for review and distribute email, correspondence, memos, letters, reports, faxes and forms on the Rector's behalf. Open, distribute, and handle general mail and emails as requested or required. Create reports, presentations, memos and communications and or type up meeting notes as requested.
- **Build, implement and manage** an up-to-date electronic and paper filing system and proactively propose improvements to data management methods, including logical, efficient systems for maintaining records and accomplishing shared work. Manage database, software programs, online platforms, and mail merge. Minor accounting duties as requested.
- **Manage** the travel budget and book all air travel, land transport, and accommodation for the Rector. Communicate those arrangements with a high level of detail and follow through.

#### **Required Knowledge, Skills & Attributes:**

- Professional, collegial, collaborative, approachable and gracious in speech and demeanor, able to develop and maintain strong relationships both internally and externally
- Strong sense of accountability, integrity and responsibility, and commitment to maintaining confidentiality
- Excellent analytical, problem-solving, and communication skills. Proactive, strategic, resourceful, able to ownership over multiple activities of varying difficulty, priority and complexity and resolve issues proactively
- Strong organizational skills and ability to multitask and to prioritize work as well as excellent time management and ability to meet deadlines
- Keen attention to detail
- Working knowledge of office equipment, like printers
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Dedicated to the mission of the Church

#### **Required Education & Experience:**

- High School diploma or GED.
- College experience or degree (Associate or Bachelor) preferred.

- 2.5 years (minimum) of work experience in administrative role(s).

**Benefits:**

- Paid vacation.
- Individual medical and dental insurance (with option to purchase family coverage).
- Maternity/Paternity Leave.
- All Saints' Day School (ages 2-PreK) discounted tuition negotiable.

**Please email cover letter and résumé:**

All Saints' Episcopal Church  
Attn: The Rev. Genevieve Razim  
[rector@allsaints-austin.org](mailto:rector@allsaints-austin.org)

**Note:** Hiring for this position is contingent on satisfactory completion of a background check and certification in the Diocese of Texas' Safe Church Program.

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