Job Overview

Executive Assistant to the Bishop

Introduction

The ministry of the Executive Assistant to the Bishop encompasses a wide range of responsibilities. First among these is to assist the Bishop of the Diocese in a variety of areas including clerical support, scheduling, correspondence, and more. Further, the Executive Assistant will also support the ministries of other clergy directly engaged in Gospel work at Allin House, the diocesan office.

Expectations

The successful candidate for this position will:

- Maintain complete confidentiality in administering the work of the Bishop and Diocese;
- Competently anticipate, organize, and assist in implementing the Bishop's schedule of visitations, office appointments, regular events, and special occasions including all travel arrangements;
- Have a four-year college degree (or the equivalent);
- Have a minimum of five years of experience in a general office setting;
- Have the skills resulting from being engaged in a service-oriented position;
- Be able to work independently and to handle a variety of tasks in the average day; and
- Be confident in using a variety computer programs including Microsoft Office, Acrobat, email, and database programs.

Further, the successful candidate will regularly demonstrate the following core competencies:

- **A call to lay ministry**, as every member of the diocesan staff is an integral part of the ministry of The Episcopal Church in Mississippi;
- **Attention to detail** in a complex system requiring accuracy in receiving, processing, and sharing sensitive information in a variety of media;
- A **self-starter** who shows responsibility as demonstrated in **initiative** in undertaking actions, in **persistence** even in the face of challenges; and in **focus** on achieving the expected outcomes and results;
- **Effective communication** in person, on the phone, on paper, online, and through email;
- **Flexibility** and **adaptability** in responding to a variety of needs throughout the workday;
- **Teamwork** as demonstrated in supporting the Bishop, in working alongside others in the Diocesan Office, and in supporting the ministries of Episcopalians throughout the Diocese.
- **Integrity** and **honesty** in all aspects of the ministry of the Executive Assistant.

While most of the work takes place in an office setting, the work of the Executive Assistant will also require occasional walking, standing, bending, and carrying light loads.

Further, there will be times when the employee will be alone in the office, which is located in downtown Jackson, Mississippi.

Job Description
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Maintain the Bishop's Calendar, *including the following tasks:*

- Setting the Bishop's church and school visitation schedule
- Preparing for official visitations:
  - Sending Visitation Fact Sheets and other forms as needed in advance;
  - Receiving and preparing Fact Sheets and other needed documents each week; *and*
  - Setting dates and preparing for other visits throughout the year.
- Maintain the Allin House online calendar
- Coordinating the Bishop's travel, *including the following tasks:*
  - Coordinating registration for conferences and other events; *and*
  - Arranging transportation and lodging as needed.

Provide Executive Support, *including the following tasks:*

- Preparing and maintaining confidential documents and files;
- Maintaining the Bishop's discretionary fund and bank account;
- Maintaining a record of the Bishop's official acts;
- Processing official correspondence, including
  - Opening the Bishop's mail daily and assisting with responses as needed;
  - Processing requests related to marriages under Canon 19,
  - Drafting Letters of Good Standing, *and*
  - other official matters requiring the Bishop's discernment and decision;
- Opening and distributing other diocesan mail; *and*
- Serving as the first in a three-person accounting security protocol:
  - Receiving and logging all checks and other monies, *and*
  - Sharing checks, monies, and logs with the bookkeeper.
- Preparing the Bishop's Journal for diocesan publications.

Secretarial Support for the Bishop, *including the following tasks:*

- Preparing ordination anniversary cards for the clergy;
- Preparing birthday and wedding anniversary cards for all retired clergy and spouses;
- Preparing general letters and documents as needed; *and*
- Maintaining files and documentation as needed or required.

Additional Responsibilities *include the following:*

- Picking up and taking mail to the post office daily;
- Answering phones when needed;
- Providing general office support;
- Notary for the Diocese;
- Preparing for meetings hosted at Allin House or elsewhere, *including, as needed:*
  - Ordering food;
  - Coordinating with meeting hosts, leaders, and organizers; *and*
  - Coordinating with other Allin House staff and clergy.

The Executive Assistant to the Bishop *will also be expected to assume other duties and responsibilities as assigned.*