

The Executive Assistant provides clerical and administrative support to the Bishop of the Episcopal Church in Colorado. The Executive Assistant prepares various reports, maintains official records and files, performs financial and administrative functions, and routinely handles confidential and sensitive information.

Clerical Support:

In this function, the Executive Assistant provides clerical and administrative support to the Bishop. Specifically, the Executive Assistant:

- Maintains the Bishop's calendar, schedules and makes arrangements for visitations, confirmations, convocations, meetings, trips, and appointments, including any logistics, hospitality, and supplemental materials needed.
- Handles mail, phone calls, and communications for the Bishop.

Diocesan Record Management:

The Executive Assistant tracks key information needed by various Diocesan programs in this function. Specifically, the Executive Assistant:

- Creates and maintains documents, correspondence, and reports.
- Oversees contact information and coordinates meetings and annual retreats for various clergy groups.
- Coordinates Holy Orders Process and ordinations, collaborating with other staff to schedule meetings, prepare necessary paperwork and update records.

Financial Administration:

The Executive Assistant performs several financial administration functions:

- Reconciles Bishop's expenditures with receipts, reviews and approves invoices related to Bishop's special events, prepares checks, and participates in the budget preparation process for the Bishop's office.

Personal Development:

The Executive Assistant is responsible for their effective career development, including opportunities for growth and training, a successful allocation of priorities and time, and supporting a positive atmosphere in which high-quality services are delivered.

Requirements & Skills:

The ideal candidate has experience working in a church-related environment, is detail-oriented, has strong organizational and interpersonal skills, proficiency in Microsoft Office, excellent communication and writing skills, the ability to handle confidential information discreetly, and a commitment to the mission and values of the Episcopal Church.

This candidate should possess strong problem-solving skills, an ability to track large volumes of information and multiple projects, and is a quick learner.

Salary & Benefits:

\$58,000-63,000 with generous benefits package including: paid holidays, vacation, sick time. As well as employer pension contributions and employer paid insurance benefits.