

The Administrative Assistant & Benefits Coordinator plays a key dual-role in supporting the internal operations of the Episcopal Church in Colorado and ensuring the well-being of its clergy and lay employees. This position supports the Canon for Mission & Operations (CMO) and the Canon for Transition & Wellness (CTW), offering high-level administrative assistance and overseeing all aspects of diocesan benefits coordination.

Key Responsibilities

Administrative Support

- Manage calendars and Zoom meetings for CMO and CTW.
- Maintain accurate clergy data in Realm; update web content and assist with communications.
- Ensure Safe Church compliance and coordinate background checks.
- Provide logistical support for regional missionaries and licensed clergy (LTOs).
- Assist with tracking clergy transitions, new calls, and associated documentation.
- Update transition-related webpages and send communications via ConstantContact.
- Support New Clergy Catalyst group events and logistics.

Benefits Coordination

- Serve as the primary liaison with Church Pension Group (CPG).
- Manage enrollment, changes, and terminations of benefits in the CPG "MAP" system.
- Coordinate onboarding for new clergy and lay employees, including letters of agreement and benefits setup.
- Convene and support the annual diocesan Insurance Committee.
- Collaborate with communications and finance staff to relay updates on insurance, Medicare, and pensions.
- Respond to benefit inquiries and troubleshooting promptly.
- Regularly update diocesan benefits web pages.

Records Management

- Maintain clergy records and ordination/licensing data in Realm database.
- Lead weekly office database meetings and support diocesan-wide data integrity.
- Create and manage pathways for transition processes.
- Provide backup for canonical transfers and ordination data entry.

Professional Development & Teamwork

- Participate in CPG conferences (as needed).
- Pursue training opportunities and seek guidance on workload priorities.
- Contribute to a positive, service-oriented team culture.

Required Skills

- Exceptional organizational, communication, and problem-solving skills.
- High level of confidentiality and attention to detail.
- Familiarity with Episcopal Church structure and polity.
- Ability to manage multiple stakeholders and complex systems with efficiency.

Salary & Benefits

- Salary Range: \$53,500 to \$56,500
- Health and dental insurance covered at 100%.
- Group Life Insurance for \$50,000
- Lay Retirement plan with 5% employer contribution and up to a 4% match
- Short-term Disability coverage

To apply, please send a cover letter and resume to Dianne@EpiscopalColorado.org.