

## **JOB DESCRIPTION**

**Date:** April 2024

**Position:** Executive Assistant to the Bishop

**Reports to:** The Bishop of The Episcopal Diocese of Arkansas

**Location:** Little Rock, AR

### **Position Summary:**

The Executive Assistant (EA) to the Bishop assists the bishop, the bishop's staff, and the diocese in the work that is needed to carry out the ministry of the Church.

### **Nature and Scope:**

The executive assistant is appointed by and accountable to the bishop, and is principally the bishop's personal, confidential administrative assistant, calendaring congregational visitations and personal meetings, reviewing and preparing correspondence, and maintaining records and files. The assistant provides clerical and administrative support to diocesan staff and volunteers, and serves as the diocesan registrar.

The executive assistant will be in contact with a large portion of the diocese either by telephone, email, or in person, and therefore must have strong personal relationship skills. The assistant must be committed to the bishop's vision for the staff and the diocese and must be a collaborative team member and a participant in organizing diocesan events. The executive assistant must handle sensitive and confidential information with the utmost trust, discretion, and professionalism.

### **Responsibilities & Accountabilities:**

- Maintain and manage the bishop's calendar, scheduling appointments, meetings, and events, ensuring efficiency, prioritization of commitments, and allocation of time for planning, reflection, and dealing with unexpected issues.
- Serve as the primary point of contact for internal and external communications directed to the bishop, including emails, phone calls, and other correspondence (written and digital). Proofread or ensure the accuracy of external communications from the bishop.
- Work with congregations to prepare for Bishop's visits.
- Facilitate travel arrangements for the bishop, including booking flights, accommodations, ground transportation, and preparing travel itineraries.
- Support the diocesan staff and volunteers regarding clerical tasks, including maintaining the calendar of diocesan activities, opening and distributing mail, overseeing maintenance of office equipment, and ensuring adequate inventory of office supplies
- Collect and edit submissions for the *Communique* (weekly digital bulletin); send *Communique* to distribution list.
- Maintain accurate official diocesan records, so that information about the present state of the diocese is always available. The information includes but is not limited to lists of licensed lay and ordained ministers, lists of commission and committee members, clergy transfer records, and minutes from diocesan groups such as the Commission on ministry, the standing committee, the executive council, and the board of trustees. Additional duties of the diocesan registrar are described in the diocesan canons (Canon 8).
- Manage databases with the latest information available on members in individual congregations, diocesan committee memberships, licensed ministries, etc.
- Oversee or assist in annual or special projects such preparation of the annual journal, completion of congregation's annual parochial report, coordinating with the diocesan historiographer to ensure proper archiving of diocesan historical records.
- Maintain membership and actively participate in the Bishops Executive Secretaries Together (BEST) network, including attendance of an annual conference.

- Coordinate or assist in the planning and execution of diocesan events (e.g., Annual Convention, Clergy Conference). This may include managing registration, arranging meals/refreshments, arranging housing for speakers or participants, communicating with participants, speakers, and other stakeholders.
- Other duties as assigned by the bishop or required by the commission on ministry, the standing committee, the executive council, or the board of trustees that are essential to carrying out the ministry of the Church.

**Qualifications:**

- 3+ years' experience as an administrative assistant to an executive or senior level position.
- Bachelor's degree preferred.
- Experience in project or event management.
- Ability to work effectively with virtual meeting and collaboration tools such as Zoom.
- Exceptional written and verbal communication skills.
- Proactive communicator and displaying a high level of initiative in carrying out responsibilities. High emotional intelligence and the ability to quickly understand organizational dynamics is necessary.
- Strong planning and organizational skills. Very detail-oriented with the ability to work independently to solve problems and anticipate needs.
- Culturally sensitive and with an inclusive mindset.
- Previous experience in planning and managing travel arrangements.
- Demonstrated research and writing skills, and the ability to quickly put together compelling presentations and talking points.
- Experience handling external stakeholders with grace and diplomacy.
- An intermediate to advanced level of proficiency with Microsoft Word and Excel, Gmail, and Google Calendar. Experience using presentation applications such as PowerPoint or Canva. Ability to quickly learn other software applications and communication tools.
- Exhibit a high degree of professionalism, trustworthiness, and a demonstrated ability to handle confidential information.
- Ability to develop and maintain productive working relationships with staff and stakeholders from all areas of the diocese.

**Salary and Benefits:**

The starting annual salary for this position is between \$58,000 and \$65,000 commensurate with experience. Benefits include paid vacation, sick leave, and opportunities for professional development.

**EOE:** The Diocese of Arkansas embraces a philosophy that recognizes and values diversity. Its goal is to attract, develop, and retain a talented, diverse workforce in a culture where all employees will contribute to their fullest potential.

**HOW TO APPLY:**

Apply for this position by emailing your cover letter and resume to Lou Stinnett at [lstinnett@episcopalarkansas.org](mailto:lstinnett@episcopalarkansas.org).