

The Episcopal Diocese of Texas Job Description

Job Title: **Administrative Assistant for New Communities**

Division: **Mission Amplification - Missioner for New Communities**

Reports to: **Missioner for Congregational Vitality - New Communities**

FLSA Status: **Non-Exempt**

GENERAL SUMMARY

Founded in 1836, the Episcopal Diocese of Texas serves over 160 churches across 80 counties in Texas. Headquartered in downtown Houston, we are seeking an administrative support to the leaders and communities working directly with new Christian communities in contexts such as church planting, college campuses and beyond.

Essential Functions and Responsibilities

- Manage communications between and for church plants, campus missions, and other missional communities
- Assist with managing social media content for Communities of Practice
- Coordinate meetings and schedules for mission-oriented cohorts
- Track expenses and coordinate reimbursements for new communities
- Plan and support mission-oriented training and gathering events
- Coordinate travel, assessments, and hiring processes for new Church Planters and Campus Missioners
- Must have a valid state issued driver's license and safe driving record
- Perform all other duties as assigned

Education and Training

- Bachelor's degree preferred

Qualifications required

- MS Office Suite
- Familiarity with social media tools
- Ability to self-organize and solve problems
- Strong verbal and written communication skills
- Professional accountability and transparency
- Ability to develop a good rapport with diverse groups
- Ability to work in collaboration with others

- In state travel required up to 30%

Qualifications desired

- Bilingual (English/Spanish)
- Demonstrated ability to adopt new software and technologies (like Formstack and DocuSign)
- Experience with accounting practices
- Working knowledge of the culture and structure of The Episcopal Church
- Commitment to Jesus Christ as Lord and vision of his work as the service of building the Kingdom of God
- Commitment to Diocesan Mission and Staff Core Values (Professionalism, Joy, Bridge-building, Humility, Integrity, and Creativity)
- Understanding of Diocesan vision

Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions.

- **Physical demands:** While performing the duties of this job, the employee is often required to walk, sit, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms, talk and hear. Employees must occasionally lift and /or move up to 15 pounds. Specific vision abilities required by the job include close visions, distance visions, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work environment:** while performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

How to Apply

Please e-mail resume and cover letter to: zturnbull@epicenter.org