

UPDATED May 2022

The Episcopal Diocese of Texas Position Description
Executive Assistant to the Bishop Assistant, North Region
Department: Fort Worth Diocesan Office
Reports to: Bishop Assistant, Fort Worth Diocesan Office
FLSA Status: Exempt

GENERAL SUMMARY

Reporting to Bishop Assistant in the North Region of the Episcopal Diocese of Texas, the Executive Assistant will provide administrative support, engage in planning, draft correspondences, manage calendars, keep detailed electronic and paper records, and assist with other duties as assigned to keep the Fort Worth Diocesan Office running smoothly and to support the work of the Bishops' Offices Team. In addition, experience in general business and office management and/or administration is desired.

Essential Functions and Responsibilities

- Provide administrative support including coordinating work with other team members in the Diocesan staff.
- Regularly meet with the Bishop Assistant to go over correspondence, calendar planning, visitations, bishop's requests, etc.
- Attend Bishops' Offices Team meetings, assisting with team work as needed.
- Manage travel arrangements for the Bishop Assistant.
- Prepare and maintain records and confidential documents and other correspondence.
- Receive and respond to emails and phone calls in a timely and professional manner.
- Schedule appointments, meetings, and occasional hospitality functions; receive guests and provide hospitality.
- Assist with other duties as assigned.

Education and Experience

- Associate or bachelor's degree preferred.
- Proficient in Microsoft Outlook and Office.
- A minimum of three years working in administrative support or similar field.
- Bi-Lingual in Spanish preferred

Travel

- Attend annual B+E+S+T conference (Bishops' Executive Secretaries Together).
- This position requires periodic overnight travel to diocesan meetings and events. Including, but not limited to, annually, Diocesan Council, Clergy Conference, and All Staff Vision Day.
- Ability to travel < 15%

Qualifications desired:

- Embody the EDOT Staff Core Values: Professionalism, Joy, Bridge-building, Humility, Integrity, Creativity, Holy Ambition.
- Develop healthy, positive relationships with a diverse set of diocesan stakeholders.
- Ability and desire to work independently, multi-task, and prioritize work.
- Personable and professional in communicating in-person, on phone, and online.
- Demonstrated ability to handle confidential information.
- Have or develop knowledge of protocols for communications within the Episcopal Church.
- Familiarity with electronic communications, word and data processing, and social media.
- Have strong organizational and administrative skills, highly attentive to detail.
- Meet deadlines with consistency.
- Capacity to wrestle with complexity and to strategically navigate ambiguous situations with integrity, diplomacy, professionalism, and emotional intelligence.
- Eagerness to become fluent in EDOT's organizational structure and philosophy, making appropriate referrals as needed.

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

Interested candidates please send your email to Zee Turnbull zturnbull@epicenter.org