

The Episcopal Diocese of Texas Position Description

Job Title: **Iona School Administrator/Receptionist**

Division: **Office of the Bishop Suffragan, Austin**

Reports to: **Bishop Suffragan, Austin**

FLSA Status: **Non-Exempt**

GENERAL SUMMARY

Founded in 1838, the Episcopal Diocese of Texas serves over 150 churches across 57 counties in Texas. Located on the campus of the Seminary of the Southwest, we are seeking a member of the Austin Diocesan Center with strong interpersonal skills, good verbal and written communication skills, proficiency at managing data and digital records, and great attention to detail to fulfill duties as a receptionist and the role of administrator for Iona School.

Essential Functions and Responsibilities

- Iona School for Ministry
 - Support the work of the Executive Director and Academic Deans
 - Administer budget
 - Coordinate monthly academic sessions with retreat/conference center including contracts, hotel accommodations, and instructional equipment needs
 - Handle correspondence and communication for Deans
 - Collect and maintain student records
 - Draft and maintain systems, policies and procedures including:
 - Student application, admissions and registration
 - Student and faculty evaluations
 - Iona School handbooks, course catalog and other materials
 - Maintain electronic records and resources for curriculum
 - Distribute monthly course materials and study guides to students
 - Coordinate graduation events and related materials and scheduling
 - Promote the Iona School for Ministry through media and informational literature
 - Austin Diocesan Center Reception and Hospitality
 - Oversee appearance of entrance and lobby, and meet and greet guests
 - Answer, screen and direct calls
 - Facilitate access to building and direct people to meetings
 - Administrative Duties
 - Coordinate meeting room reservations
 - Manage and order office and hospitality supplies
 - Sort and distribute mail and incoming packages
 - Perform all other duties as assigned
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Education and Experience

- Associate or Bachelor Degree
- Minimum of 3 years work experience
- Proficiency in MS Outlook, MS Excel, MS Word, Adobe Reader

Qualifications desired

- Commitment to Jesus Christ as Lord and a vision for how providing hospitality and administrative support to the Diocesan Office enhances the work of God's Kingdom.
- 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.
- Strong writing, 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.
- Ability and willingness to travel within Diocese 2-4 times per year, occasionally overnight

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