

ABOUT THE CHURCH OF ST. JOHN THE DIVINE: The Church of St. John the Divine is a vibrant Episcopal Church centrally located in Houston, Texas. Founded in 1940, St. John the Divine has a membership of over 4500 people and offers six worship services each Sunday. We place high value on being a warm and welcoming community of Christians with varied backgrounds committed to "Changing Lives for God in Christ". Our vision is to GATHER in Christ-centered worship and fellowship, GROW in Biblical faith and discipleship, and GO in mission to serve others. St. John the Divine seeks to be a place of belonging for people wherever they are in their faith journey.

Principal Functions: The Executive Assistant to the Rector will be the primary point of contact for the Rector and the Rector's office. The person in this role will manage the schedules, communications, and events for the Rector. This is a full-time, exempt position with a schedule mirroring the Rector's.

Responsible to: Rector

Qualifications for the Position:

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong interpersonal skills and the ability to build relationships with parishioners and church leadership
- Ability to work independently with minimal supervision
- Outstanding communication skills
- Resourceful, innovative, and proactive in support of the Rector
- High degree of integrity and confidentiality
- Commitment to support the mission of The Church of St. John the Divine and the Episcopal Church.

Education and Experience Requirements:

- 5+ years experience as an Executive or Personal Assistant to professionals in similar roles
- Event planning coordination a plus.
- Excellent Microsoft Office knowledge
- Bachelor's degree preferred

Duties include but are not limited to:

- Manage the day to day operations and communications of the Rector's office
- Manage the Rector's daily calendar and arrange meetings, board meetings, and conferences
- Coordinate all aspects of events the Rector hosts, whether inside or outside the church
- Act as the public facing point of contact for the Rector and the Rector's office
- Prepare for meeting presentations and reports; take minutes during meetings where the Rector is a participant
- Screen and direct phone calls and manage all types of correspondence
- Organize and maintain the office filing system
- Handle confidential information and documents with care, ensuring they remain secure
- Have an active presence on Sunday mornings supporting smooth execution of ministerial activities as directed by the Rector
- Other duties and responsibilities as assigned.