



EPISCOPAL DIOCESE OF MASSACHUSETTS
138 Tremont Street
Boston, Massachusetts 02111

Administrative Assistant to the Canon to the Ordinary

Position Summary:

The Episcopal Diocese of Massachusetts includes the eastern portion of the state (including Cape Cod) and has 193 congregations ranging in size from small (fewer than 100 people at worship on Sunday) to very large (over 1000 people at worship on Sunday). These congregations are led by three bishops and served by a staff of about 40 people, based either at diocesan headquarters or in chaplaincies and special ministries elsewhere in the diocese.

Reporting to the Canon to the Ordinary, the person in this position is responsible for providing high level administrative support including calendar maintenance, professional correspondence, coordination of internal and external meetings and conference meetings as well as a variety of project work.

Position Description:

- Provide superior administrative support to the Canon to the Ordinary; requires outstanding time management and organizational skills
- Assists the Canon to the Ordinary in keeping her calendar, booking travel, organizing and scheduling meetings (agendas, logistics, food), accounting for travel and corporate credit card
- Manage telephone inquiries and correspondence with clergy, parishes and parishioners
- Serve as a liaison between congregations and the Canon to the Ordinary
- Support Canon to the Ordinary in executing projects to completion
- Participate in projects related to various areas such as the budget, Title IV, the annual convention & researching archiving options
- Interface with Diocesan Bishop's office
- Create, define & communicate processes for Diocesan Programs as requested by the Canon to the Ordinary
- Serve as diocesan liaison to deanery (optional)
- Be available for other projects and assignments as they arise

Qualifications:

- Superior organizational, time management & interpersonal skills
- Highly motivated, takes initiative, anticipates needs, and works collaboratively
- Excellent verbal and written communication skills, including professional telephone manners as well as strong typing and writing skills
- Team player who is open to helping with office wide projects & events that may require working during off hours
- Proficient with Word and Microsoft office systems
- Ability to maintain confidentiality
- Experience in a religious setting or non-profit organization preferred

The Diocese of Massachusetts has an outstanding benefits package currently including 95% employer contribution towards healthcare, a pension program that includes a quarterly company contribution with no vesting period, 13 paid holidays, and up to 4 weeks paid vacation plus flexible summer hours.

Interested Applicants:

Please send resume and salary requirements to:

jobs@diomass.org

Amy White
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The Episcopal Diocese of Massachusetts is an Equal Opportunity Employer