

Position available

Executive Assistant to the Bishop of Central New York

Objective

Provides an adaptive administrative structure that supports the Bishop in her leadership of the Diocese and in her role in the wider Church.

About us

The [Episcopal Diocese of Central New York](#) is an inclusive, affirming community of faithful people engaged in living Jesus Christ's [Way of Love](#), in accordance with the discerned diocesan [Rule of Life, Mission, and Vision](#). We value transparency, curiosity, informed choice, accountability, compassion, and a shared dedication to the work of anti-racism and building beloved community as God's people. Because of our love of God and neighbor, and our passion for ministry, we work hard while honoring self-care and personal development.

COVID-19 Note

The Diocese of Central New York is following appropriate safety precautions. At this time, most office work is conducted remotely. Remote work will be possible on an ongoing basis, although the Executive Assistant must be able to be present in the diocesan office and at in-person offsite meetings.

Qualifications

The ideal candidate will exhibit:

- Trustworthiness and discretion
- Hospitality and generosity in teamwork
- Passion for organization and administration
- Versatility and independent problem-solving skills
- High level of competence in office productivity applications (Office, Google Drive, Zoom, donor database) and ability to master new technologies rapidly
- Excellent written and verbal communication skills
- Dedication to diversity and inclusion
- Desire to learn and grow with a vibrant community
- A commitment to spiritual development

The following are preferred, but not required:

- Three to five years' executive support experience
- Knowledge and experience of The Episcopal Church

Areas of Responsibility

Administrative Support for the Bishop

- Manage the Bishop's schedule, meetings, and travel (local, domestic, and foreign)
- Serve as first point of contact for the Bishop (phone and email) and as off-hours emergency contact
- Maintain the Bishop's files and official diocesan records; liaise with diocesan archivist

Administrative Support for Diocesan Leadership Activities

- Serve as Recording Secretary for the Diocesan Board

- Staff liaison to the Diocesan Board, the Standing Committee, and the Resolutions Committee and Constitution & Canons Committee of Diocesan Convention

Pastoral

- Assists the Bishop in tracking pastoral care concerns of clergy and others in diocesan leadership; ensures logistical details of pastoral care
- Assists the Bishop in planning and carrying out parish visitations, special diocesan services, and pastoral offices such as ordinations and confirmations/receptions; provides technical support for online and hybrid online/in-person worship activities; prepares worship bulletins
- Supports communications between the Diocese and the Bishop, including drafting, editing, and distributing messages and correspondence by email and mail

Hospitality

- Supports the Program Coordinator in facilitating hospitality for diocesan meetings and events in the diocesan office and offsite
- Arranges travel, accommodations, and other arrangements for visiting church officials and speakers

External relations and communications

- Supports the Bishop in developing relationships with community officials and religious and nonprofit leaders
- Works with the Communications Director in handling media relations for the Bishop and scheduling the Bishop's public appearances
- Supports the Bishop in communicating with the public, including drafting, editing, and distributing correspondence, opinion pieces, etc.

Compensation

Compensation package includes:

- Cash compensation ranges from \$45,000-\$50,000, depending on experience
- Generous allowance for paid time off
- Base pension contribution, plus match
- Health insurance
- Optional flexible spending account available for medical, dental care

How to Apply

Interested candidates are invited to email a resume and cover letter to Meredith Kadet Sanderson at mksanderson@cnyepiscopal.org. Please write “Executive Assistant Position” in the email subject line. Attachments should be in pdf format and named as follows:

LastName_FirstName_Resume and LastName_FirstName_Cover.