



The Episcopal Diocese of Newark

31 Mulberry Street, Newark, NJ 07102 • 973-430-9900 • www.dioceseofnewark.org

The Episcopal Church in Northern New Jersey

Job Description for the Executive Assistant to the Bishop.

Position Summary

The Episcopal Diocese of Newark, a diocese of the Episcopal Church comprising 94 churches in the northern third of New Jersey, seeks a highly energetic and self-driven professional to provide executive administrative support to the Diocesan Bishop. The candidate should be a motivated individual with a history of high performance.

- Job Type: Full-time, exempt.
- Pay: \$68,000.00 - \$74,000.00 per year.
- Reports to: the Diocesan Bishop.
- Benefits: Insurance – medical, dental, vision, life; Retirement; Paid time off; Family Leave.
- Schedule: 35 hours per week, typically 9 AM-5 PM, Monday to Friday; on call, occasional weekends or evenings required.
- Job Location: Currently in Newark, NJ 07102.

Duties And Responsibilities

- Maintain a high level of confidentiality, discretion, and compassion.
- Maintain the Bishop's calendar (to include scheduling appointments, parish visitations, ordinations, church building dedications, regional meetings, and other committee meetings and events).
- Receive all incoming calls, voicemail, and mail for the Bishop. When requested, respond on the Bishop's behalf.
- Handle routine correspondence, presentations and reports as requested by the Bishop.
- Coordinate the Bishop's travel needs both within and outside the diocese.
- Coordinate social events for the Bishop in her capacity as Bishop.
- Serve as point of contact to the Bishop for the clergy and laity of the diocese.
- Attend meetings as needed. Prepare internal and external documents.
- Take notes and distribute them, especially for staff meetings and meetings called by the Bishop.
- Event preparation and execution, especially for Episcopal Visitations, the annual Clergy Conference, the annual Clergy Retreat and other events as needed. Tasks may include:
 - Schedule, plan, organize, and coordinate in-person and virtual meetings and logistics.
 - Coordinate invitations and registration, venue liaison and set up, and participant experience.
 - Take and distribute notes of planning meetings.
 - Coordinate as needed the travel arrangements for the Bishop, outside speakers.
 - Be prepared to make reservations and compile itineraries.
 - Develop and monitor contracts with external vendors.
 - Ensure accurate and complete record keeping.
 - Initiate payment requests in compliance with finance procedures.
- Prepare all certificates and other items for ordination services.
- Receive clergy requests to officiate remarriage after divorce and respond as the Bishop directs.
- Support the work of the Standing Committee.
- Coordinate with other staff members and perform a broad range of administrative duties to support the Bishop.
- Create, document, and follow through on check requests to Finance Dept.
- Assist the Bishop in any other way as directed by her.

Preferred Skills

- Understand and embrace our values, mission and vision.
- Excellent communications skills both oral and written, including a competent and friendly phone manner. Excellent command of English, including accurate spelling and punctuation.
- Ability to maintain a high degree of confidentiality, provide good judgment and handle sensitive issues with discretion.
- Excellent proofreading and editing skills.
- Enjoy working in a team environment and collaborating with other staff members; understanding that as a small staff, we function best when we work together and support one another.
- Familiarity with technology – understanding that much of our work occurs in digital and online systems. Training in the diocesan database (Realm) will be required upon employment.
- Proficiency in Zoom and Microsoft Office, particularly Outlook, Word, Excel, and Teams.
- Financial skills sufficient to develop, understand, and/or interpret the Bishop's office's budget. Basic knowledge of general accounting concepts and practices.
- Well organized, methodical, and able to prioritize work so it is accomplished in a timely manner.
- Ability to multitask and manage a very busy desk. Flexibility required; work duties are subject to interruptions.
- Ability to maintain composure under stress, meet, and deal with people in crisis.
- Ability to maintain a positive attitude.
- Ability to take initiative.
- Ability to adjust personal schedule to work flexible hours, including weekends and evenings as necessary.
- Able to attend meetings at locations throughout the diocese.
- Ability to work under pressure and meet changing deadlines.
- Work will require extended use of a computer keyboard and monitor.
- Self-motivated and able to work with little or no supervision at times.
- Must be dependable, self-directed and self-motivated in performing tasks.
- Good sense of humor.

Requirements and Specifications

- Education: High School diploma; college or advanced degree preferred.
- Five years of executive-level administrative and/or office management experience preferred.
- Familiarity with the Episcopal Church preferred.
- Fluency in Spanish is highly desirable.
- Maintain a valid driver's license, insurance on car if applicable/access to transportation.
- Ability to walk up three flights of steps if necessary.
- Physical effort is light, with lifting or carrying limited to 25 pounds intermittently.
- Successful completion of a background check.
- Anti-Racism and Safe Church training will be required upon employment.
- **COVID-19 considerations:** Please note in order to create a safe, productive work environment, we are requiring all who plan to be onsite to be fully vaccinated according to the CDC guidelines.

All requirements are subject to modification to reasonably accommodate individuals with disabilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Bishop and senior management retain the discretion to add duties or change the duties of this position at any time.

Please submit a cover letter with resume and 3 references to the Rev. Canon Andrew Wright, Canon to the Ordinary, awright@dioceseofnewark.org by close of business on May 31, 2022.