

**JOB TITLE:** Executive Assistant to the Bishops

**DEPARTMENT:** Bishops' Office

**SUPERVISOR:** Bishop Diocesan and Assistant Bishop working in conjunction with the Canon to the Ordinary, and Chief of Staff

**ORGANIZATIONAL OVERVIEW:**

The Episcopal Diocese of Virginia is made up of 173 churches with more than 68,000 baptized members spanning from Northern Virginia to the James River, from the Shenandoah Valley to the Chesapeake Bay. The diocese is committed to discipleship, racial justice and healing, and vocation and call through an inclusive faith that welcomes all on their journey in Christ. All work in the diocese is based on the diocesan mission: Love Jesus. Embody justice. Be disciples.

**GENERAL JOB DESCRIPTION:**

The Executive Assistant (EA) is a full-time position reporting to and supporting the Bishop Diocesan and the Assistant Bishop of the Episcopal Diocese of Virginia. This position will work closely with the Canon to the Ordinary and the Chief of Staff to ensure strong collaboration and communication with all key stakeholders and to ensure that the Bishops are always prepared holistically to carry out their leadership of the diocese. High levels of confidentiality and discretion are a must as is the ability to shift priorities, attend to details, think proactively, and stay flexible.

**MAJOR DUTIES AND RESPONSIBILITIES**

**Engage in long-range planning that will proactively equip the Bishops for their ministry by:**

- Maintaining the Bishops' schedules/calendars and daily logistics in coordination with the Canon to the Ordinary and the Chief of Staff.
- Proactively anticipate the needs of Bishops for meetings and other official engagements and notify key staff members in advance for materials as needed.
- Coordinate and prepare a detailed itinerary for the Bishops' travel needs both within and outside the diocese.
- Prepare correspondence, as well as other official documents, for the Bishops' signatures.
- In coordination with the Chief of Staff and Canon to the Ordinary oversee non-critical, non-confidential communication to the Bishops' Office.

**Schedule liturgies that fulfill the bishops' canonical responsibilities and organize materials to promote productive events by:**

- Creating an annual Visitation Schedule for all Bishops.
- Working with the appropriate staff person to prepare a detailed itinerary for all liturgical events to include the full schedule of events, an order of service, liturgical color of the day, meeting details, parking instructions, primary contact information, and special requests.
- Schedule and assist in diocesan-wide liturgies, such as Renewal of Ordination Vows, ordinations, regional confirmation services, and feast days as requested.

**Ensure the administrative canonical responsibilities of the bishops are achieved by:**

- Maintaining a record of all official acts of the Bishops, to include Title IV processes, and prepare an annual report for diocesan convention.
- Receive and preserve comprehensive clergy and congregation files, ensuring that all required canonical documents are retained.
- In collaboration with the Canon to the Ordinary process all requests for canonical residence, licensure, and

letters of good standing in the Episcopal Diocese of Virginia.

- Maintain an up-to-date clergy directory for all canonical and licensed clergy in the Episcopal Diocese of Virginia, ensuring the directory is accessible electronically to the Bishops and key staff members.
- Serve as the Church Pension Group Ordination Officer to report all canonical clergy status changes and prepare the canonically required annual report.
- Create and maintain an electronic document system for Bishops' files.
- Work with the Registrar/Historiographer to preserve appropriately Bishops' correspondence and files.

**SALARY:** Competitive salary with excellent benefits

**QUALIFICATIONS:**

- Education: Bachelor's degree preferred
- Experience: 5+ years' experience in an administrative setting

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to prioritize work, attend to details, meet deadlines, and effectively manage multiple work demands in a fast-paced environment
- Ability to work collaboratively within a team environment
- Excellent verbal and written communication skills
- Working knowledge of The Episcopal Church, ecclesial bodies, or structured institutions is strongly preferred
- Comfortable with and knowledgeable of technology, including Microsoft 365 (Word, Outlook, Excel), Basecamp, Salesforce, and Google Docs, among others
- Observe the highest standard when managing sensitive and confidential information

**RESPONSE DEADLINE:**

Date: Preference is given to applications received before March 3, 2025.

Please send a resume with a cover letter and three references (including a supervisor) to Episcopal Diocese of Virginia, c/o Nerissa Crockett, 110 W. Franklin Street, Richmond, VA 23220 or email to

[ncrockett@episcopalvirginia.org](mailto:ncrockett@episcopalvirginia.org).

- The Diocese of Virginia is an equal-opportunity employer and is committed to providing a work environment that is free from discrimination and harassment. We do not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Discrimination or harassment based on any of these characteristics is prohibited and will not be tolerated. We encourage individuals from all backgrounds to apply.