

**JOB TITLE: Administrative Assistant to the Bishops' Office**

**DEPARTMENT:** Bishops' Office

**SUPERVISOR:** Executive Assistant to the Bishops

**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 Assistant is a full-time position reporting to and supporting the Executive Assistant to the Bishops of the Diocese of Virginia. This position will work closely with the Executive Assistant and the Chief of Staff to meet the administrative needs of a staff including the Bishop Diocesan, two Assistant Bishops, and three ministers. 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**

- Work with the Executive Assistant to the Bishops on projects as assigned, to include the day-to-day management of visitations: act as main point of contact for clergy and churches throughout the visitation process; send initial email bi-annually announcing the visitation schedule, providing instructions and links to forms; keep in contact with churches prior to visit, ensure forms and bulletin submitted by deadlines; schedule pre visitation meetings; follow-up after visitation regarding rites performed and loose change collection; write thank you letters; deposit checks; update Salesforce.
- Assist Executive Assistant with canonical tasks (annual clergy licensure, non-parochial reporting, remarriage petitions, letters of good standing).
- Maintain Salesforce records for data entry and reporting for your areas of responsibility and run reports as requested.
- Prepare Cycle of Prayer for Diocesan website based on visitation schedule.
- Provide administrative support to the Ministers for Transitions, Vitality, and Vocations to include calendaring and preparation for meetings and events such as ordinations and large-scale meetings.
- Provide back-up support when the Executive Assistant is out of the office.

**SALARY:** Competitive salary with excellent benefits

**QUALIFICATIONS:**

- Education: Bachelor's degree preferred
- Experience: 3-5 years of 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 strongly preferred
- Comfortable with and knowledgeable of technology, including Microsoft 365 (Word, Outlook, Excel), Basecamp, Salesforce, Doodle Polls, and Google docs
- Observe the highest standard when managing sensitive and confidential information

**RESPONSE DEADLINE:**

Date: Preference given to applications received before May 29, 2026.

Please send resume with 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.