

**ADMINISTRATIVE ASSISTANT**  
**Episcopal Diocese of Virginia**

**JOB TITLE:** Administrative Assistant

**SUPERVISOR:** Canon for Racial Justice and Healing and Canon for Discipleship

**GENERAL JOB DESCRIPTION**

Full-time Administrative Assistant for Canon for Racial Justice and Healing and Canon for Discipleship in the Episcopal Diocese of Virginia

**SALARY**

*Ranges \$50,000 - \$55,000 with excellent benefits*

**MAJOR DUTIES AND RESPONSIBILITIES**

- Maintain the Canons' calendar, including all requested appointments and meetings.
- Coordinate the Canons' travel and daily schedules.
- Prepare official correspondence.
- Provide logistical and on-site support for meetings and events which includes reserving venues, ordering lunch, and preparing meeting materials.
- Ensure deadlines are respected and that information is shared with all relevant parties in a timely fashion.
- Timely response to phone calls, messages, and emails.
- Reconcile monthly credit card statements for the Canons.
- Prepare and submit invoices for payment.
- Maintain Canons' Discretionary Fund (depositing checks and keeping a log).
- Other duties as assigned.

**QUALIFICATIONS FOR THE JOB**

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, writing and communication skills.
- Research skills.
- Ability to work independently while asking for assistance or direction when necessary.

- Knowledge of Microsoft 365 (incl. Word, Outlook, Excel).
- Commitment to ideals of justice, equity, inclusion, and diversity is essential.
- Ability to manage sensitive information and complex/divergent interests.

## **RESPONSE DEADLINE**

Date: Preference is given to applications received before March 8, 2024.

Please send resume with cover letter to Episcopal Diocese of Virginia, c/o Bill Martin, 110 W. Franklin Street, Richmond, VA 23220 or email to [bmartin@episcopalvirginia.org](mailto:bmartin@episcopalvirginia.org).

The Diocese of Virginia is committed to creating a diverse work environment and is proud to be an equal-opportunity employer.