ADMINISTRATIVE ASSISTANT
Episcopal Diocese of Virginia

JOB TITLE: Administrative Assistant
SUPERVISOR: Canon to the Ordinary and Dean of the Diocesan Ministry for Racial Justice and Healing
GENERAL JOB DESCRIPTION
Full Time to support Canon to the Ordinary, Canon for Discipleship, Minister for Hispanic/Latino Communities, and Minister for Justice & Repair

MAJOR DUTIES AND RESPONSIBILITIES

- Manage calendars, appointments, meetings, deadlines, and follow-up assignments.
- Research, draft, edit, proofread, format, and distribute correspondence, reports, presentations, and ministry materials.
- Coordinate meetings by preparing agendas and materials, recording minutes, and tracking action items.
- Coordinate logistics for workshops, retreats, training sessions, ministry gatherings, and diocesan events.
- Maintain ministry records, contact lists, participant information, and confidential files.
- Coordinate travel arrangements, registrations, reimbursements, and expense documentation.
- Respond to inquiries and communicate professionally with clergy, diocesan staff, congregations, volunteers, and community partners.
- Perform all other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's degree in business administration, communications, ministry, or a related field.
- Three or more years of administrative, executive-support, nonprofit, or ministry experience.
- Excellent writing, editing, proofreading, grammar, and document-formatting skills.
- Strong organizational, communication, and time-management skills.
- Ability to support multiple leaders, prioritize assignments, and meet deadlines.
- Proficiency in Microsoft Office, Zoom, and other virtual and project-management platforms.
- Ability to handle confidential and sensitive information with discretion.

PREFERRED QUALIFICATIONS

- Master's degree preferred
- Experience coordinating meetings, workshops, and events.

SALARY RANGE: $43,000 - $50,000

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

RESPONSE DEADLINE: Preference is given to applications received before September 16, 2026. Please send resume with cover letter to **ncrockett@episcopalvirginia.org**.

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