

## **Executive Assistant**

### **Overview:**

Calvary Episcopal Church is looking for a new team member to serve as Executive Assistant. This is a wonderful opportunity for someone with a passion for serving God and helping others on a staff that values collaboration and cooperation; has fun together; and values diversity, equity, and inclusion.

### **Primary Responsibilities:**

- Work closely with, provide support for, and be supervised by, the Rector.
- By request, manage portions of Rector and Assistant Rector's calendars, with an emphasis on coordinating larger meetings and events.
- Working with the Director of Administration & Facilities, ensures assigned parish activities are carried out in a professional and efficient manner.
- Become proficient in the church management software system and serve as database manager and membership coordinator.
- Serve as Event Planner for parish life events (e.g. wedding, funerals, student life) being our contact for both Parish and outside groups using our space, including securing food for events as requested. Occasional hosting of events at "off" hours may occur.
- Prepare Correspondence as directed by the Rector.
- Prepare Materials for Vestry Meetings, the Annual parish meeting, and other Parish-wide activities as needed; serve as liaison with Episcopal Diocese of Missouri to prepare Parochial Report, Register Delegates for annual Convention, and ensure other diocesan communications are received and properly managed.
- Manage clerical tasks such as: copying, mailing, creating forms, and sign-ups.
- Work with staff and leaders to manage the parish calendar.
- Work with Rector to ensure parish compliance with Safe Church Best Practices.
- Serve as our front-facing parish ambassador: answer the door & phone, greet parishioners who visit, interacting with community members including downtown neighbors and the unhoused.

### **Desired Skills:**

Connects well with diverse people. Is a self-starter with good follow through. Is detail oriented with great organizational skills. Has good written and verbal communication skills. Has great computer skills including Microsoft Word and Google Docs, and/or a desire to learn new software. Knowledge of Microsoft Excel is helpful.

### **Education/Background:**

- College degree is preferred, but not required. Experience working in a church and familiarity with the Episcopal Church is a plus. Employment is contingent on background check. Completion of our online training, "Safe Church, Safe Communities", is required as part of the orientation.

### **Workload:**

- Typically 40 hours a week - Office hours are normally scheduled, but can be flexible based on conversation with the Rector. Occasional work from home hours can be arranged; however the "normal" location for this position is on-site.
- Regularly attend weekly Staff Meetings.

### **Compensation:**

- Competitive based on experience and skills.

**To Apply:**

Please send resume and Note of Introduction to Rev. Ann Dieterle at [revann@calvaryonninth.org](mailto:revann@calvaryonninth.org)