

The Episcopal Diocese of Texas Position Description

Executive Assistant to the Bishop Suffragan - Austin

Department: Austin Diocesan Office

Reports to: Suffragan Bishop - Western Region

FLSA Status: Exempt

GENERAL SUMMARY

Reporting to the Bishop Suffragan of the Western Region, the Executive Assistant provides high-level administrative and operational support to keep the Office of the Bishop Suffragan running efficiently. Responsibilities include calendar management, correspondence, event coordination, records management, and program support. The ideal candidate brings strong organizational skills, sound judgment, and a collaborative spirit aligned with a faith-based mission and the values of The Episcopal Church.

Essential Functions and Responsibilities

Administration

- Provide comprehensive administrative support, including coordinating work with Diocesan staff and other team members.
- Meet regularly with the Bishop Suffragan to review correspondence, calendar planning, visitation schedules, and pending requests.
- Attend office team meetings and collaborate with colleagues to accomplish shared projects and Diocesan initiatives.
- Prepare, maintain, and safeguard confidential records, documents, and correspondence with the highest level of discretion.
- Process expenses, reimbursements, credit card reconciliations, and check requests accurately and on time.
- Utilize tools including Microsoft Office Suite, Google Workspace, and Formstack to prepare evaluations, feedback forms, and surveys.
- Receive and respond to emails and phone calls in a timely and professional manner.
- Schedule appointments, meetings, and hospitality functions; warmly receive guests and provide appropriate hospitality.
- Assist with other duties as assigned.

Scheduling & Coordination

Coordinate events for the Western Region, including arrangement of catering, venues, and logistics.

- Coordinate Austin office staff celebrations, team gatherings, and recognition events.
- Manage the Bishop Suffragan's visitation schedule, calendar, and travel arrangements.

Program Coordination

- Initiate, track, and monitor service agreements with Camp Allen for program and retreat events.
- Prepare and distribute program documentation to support committee planning and program gatherings.
- Recruit, schedule, and communicate with program presenters and guest speakers; manage logistics and follow-up.
- Process honorariums and reimbursements for presenters and mentors, and manage Camp Allen billing.

How to Apply

Please e-mail resume and cover letter to: zturnbull@epicenter.org

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- Manage program communications, including receiving and processing registrations and post-program evaluations
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Education and Experience

- Associate or bachelor's degree preferred.
- Minimum of three years of experience in administrative support, executive assistance, or a related field.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and Google Workspace required.
- Experience working in a nonprofit, faith-based, or church organization a strong plus.
- Experience with event planning, program coordination, or office management preferred.
- Familiarity with project management tools and database or records management systems a plus.

Travel

- Attend the annual B+E+S+T conference (Bishops' Executive Secretaries Together).
- Periodic overnight travel to diocesan meetings and events. Including, but not limited to, The Diocese of Texas annual council.
- Ability to travel >15%

Qualifications desired

- Embody the EDOT Staff Core Values: Compassion, Resilience, Joy, Humility, Creativity, Holy Ambition.
- Develop healthy, positive relationships with a diverse set of diocesan stakeholders.
- Ability and desire to work independently, multi-task, and prioritize work.
- Personable and professional in communicating in-person, on phone, and online.
- Demonstrated ability to handle confidential information.
- Have or develop knowledge of protocols for communications within the Episcopal Church.
- Familiarity with electronic communications, word and data processing, and social media.
- Ability to learn and utilize project management software and other software applications.
- Have strong organizational and administrative skills; highly attentive to detail.
- Meet deadlines with consistency.
- Capacity to wrestle with complexity and to strategically navigate ambiguous situations with integrity, diplomacy, professionalism, and emotional intelligence.
- Eagerness to become fluent in EDOT's organizational structure and philosophy, making appropriate referrals as needed.
- Work on-site at the Austin Diocesan Office.
- Intermediate to fluent in Spanish desired.

Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions.

- Physical demands: While performing the duties of this job, the employee is often required to walk, sit, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms, talk and hear. Employees must occasionally lift and /or move up to 15 pounds. Specific vision abilities required by the job include close visions, distance visions, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work environment: while performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

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