

The Episcopal Diocese of Texas Position Description

Administrative Assistant to the Canon for Congregational & Mission Vitality

Department: Congregational & Mission Vitality

Reports to: Canon for Congregational & Mission Vitality

FLSA Status: Non-Exempt

Position Summary

The Episcopal Diocese of Texas is seeking a full-time Administrative Assistant who is highly organized, tech-savvy, and proactive. This position supports the Canon for Congregational & Mission Vitality and works closely with a collaborative, mission-focused team. The ideal candidate enjoys being part of a supportive, fast-paced environment, is comfortable with digital tools and project management software, and brings creativity in finding new ways to simplify and strengthen our workflows. This role is a valued and respected member of the team, helping ensure that our ministry runs smoothly while contributing fresh ideas that make our work together even more effective.

Primary Responsibilities

- Provide comprehensive administrative support to the Canon for Congregational & Mission Vitality.
- Manage calendars, schedule meetings, coordinate travel, and oversee logistics for events and appointments.
- Process credit card receipts and reimbursements as needed.
- Respond to emails, phone calls, and digital correspondence promptly and professionally.
- Prepare, edit, and maintain digital and paper records, files, and confidential documents.
- Anticipate needs and suggest improved processes, workflows, and systems for greater efficiency.
- Assist in preparing departmental reports, project plans, and documentation.
- Support team meetings, track action items, and assist with follow-up.
- Provide substitute front desk coverage on occasion.
- Assist with other duties as assigned.

Qualifications

- Embodies the EDOT Staff Core Values
- Ability to develop healthy, positive relationships with a diverse set of diocesan stakeholders, including staff and members of parishes and boards
- Exceptional organizational and administrative skills, with the ability to manage multiple priorities under tight deadlines.
- Advanced computer proficiency: Microsoft Office Suite, Outlook, and shared cloud platforms (e.g., Slack, SharePoint, etc.).
- Experience with project management tools (e.g., Asana, Trello, Monday, or similar) strongly preferred.
- Ability to identify and implement new systems or workflows to increase efficiency.

- Personable and professional in person, on the phone, and online.
- Demonstrated ability to handle confidential information with discretion.
- Strong written and verbal communication skills.
- Knowledge of, or willingness to learn, Episcopal Church structures and communication protocols.
- Bilingual in English and Spanish strongly preferred.
- Ability to navigate complexity, ambiguity, and diverse relationships with professionalism and emotional intelligence.
- Consistent follow-through and ability to meet deadlines.

Travel

- Support Canon and team at one or more out-of-town diocesan events each year (e.g., Clergy Conference, Diocesan Council, etc.).

Education and Experience

- High School diploma required; Associate degree preferred.
- Minimum of two years' experience in administrative support or related role.
- Demonstrated expertise in computer systems, digital platforms, and online collaboration tools.
- Experience with project management or workflow software highly valued.

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.

How to Apply

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