



Job Title: Executive Assistant to the Bishop
Organization: Episcopal Diocese of Michigan
Location: 4800 Woodward Ave, Detroit MI

The Episcopal Diocese of Michigan seeks a highly organized and proactive Executive Administrative Assistant to support the Bishop's ministry. This position is responsible for managing the Bishop's calendar, coordinating visitations, and providing administrative support for the ordination process and other key diocesan events. The ideal candidate will be detail-oriented, skilled in communication, and able to manage multiple priorities in a dynamic environment.

Key Responsibilities

- **Scheduling & Coordination:** Oversee the Bishop's calendar, including setting appointments and managing travel logistics. Collaborate with diocesan leadership and congregations to ensure smooth scheduling for diocesan committees and events.
- **Visitation Planning:** Develop and publish the Bishop's annual visitation schedule. Communicate with congregations, coordinate pre-visit briefings, and prepare visitation materials, ensuring all necessary documents are accurate and complete.
- **Travel Arrangements:** Arrange travel and accommodation for the Bishop's visits, ensuring all details align with diocesan standards.
- **Commission on Ministry:** Coordinate COM meetings, ordinations, installations, and celebrations of new ministry by scheduling with venues, creating invitations, and managing communication with candidates and attendees.
- **Administrative Support:** Maintain organized files and records, process expense reports, manage correspondence, and prepare certificates and thank-you notes as needed. Support the Bishop's role at conventions and meetings by preparing materials, sending reminders, and arranging meeting logistics.
- **Special Projects:** Assist in preparing diocesan calendars, coordinating supply orders, and general office upkeep.

Qualifications

- Proven experience in executive-level administrative support.
- Strong organizational skills, attention to detail, and ability to handle confidential information.
- Proficiency in Microsoft Office Suite, Zoom, and familiarity with database management.
- Excellent written and verbal communication skills.
- Ability to work collaboratively and graciously with diverse groups, including clergy, congregations, and diocesan staff.
- Flexibility to work occasional weekends or evenings as events require.

Benefits Include:

- **Health Insurance:** Comprehensive health, dental, and vision insurance plans.
- **Retirement Plan:** Pension offered through Church Pension Fund
- **Paid Time Off (PTO):** Generous vacation (4 weeks), personal, and sick leave policies, including additional paid time off for holidays (Christmas thru New Years).
- **Sabbatical:** 3 month sabbatical is offered once every 7 years of employment with funding

To Apply

Please submit your resume and a cover letter explaining your interest in the position to The Rev. Canon Ellen Ekevag eekevag@edomi.org by January 15th 2025.