



THE DIOCESE OF EAST CAROLINA

THE RIGHT REVEREND ROBERT S. SKIRVING, BISHOP

Job Title: Executive Assistant to the Bishop
Diocese of East Carolina

Start Date: As soon as possible

About Us

The Diocese of East Carolina includes Episcopal Christians living in the eastern counties of the state of North Carolina and gathered into 71 worshiping communities. We understand ourselves to be children of God, called to follow Jesus and to continue in the ways of faith we have inherited. We experience God's blessings in the beauty and bounty of the land where we live and through the diversity of the people with whom we share life. As Church, we are committed to be good stewards of all of God's gifts, using them to restore all people to unity with God and each other in Christ. Working with our Bishop, the staff of our Diocese is charged to serve our congregations, clergy and leaders as we all live more fully into this calling.

Job Summary

The Executive Assistant to the Bishop will provide the Bishop with full administrative support, and will have strong skills in organization, communications, planning and implementation, with the ability to regularly multi-task. The Executive Assistant will represent the Bishop to members of the Diocese and to leaders across the wider Church and community and must therefore understand the importance of discretion and confidentiality. This will be a full-time position, based primarily in Kinston, North Carolina, and reporting directly to the Bishop.

Major Areas of Responsibility

- Manage the Bishop's calendar and coordinate and schedule all appointments
- Coordinate and manage the Bishop's visitation schedule
- Receive and manage all telephone calls on behalf of the Bishop
- Support the Bishop with all correspondence, including emails
- Manage all financial record-keeping related to the Office of the Bishop
- Manage all record-keeping related to the Office of the Bishop
- Support the Bishop's work relative to Annual Diocesan Convention
- Support the Bishop's governance responsibilities in work with the Executive Council, the Commission on Ministry, the Standing Committee, the Trustees of the Diocese and others
- Maintain all Clergy Records associated with the Office of the Bishop and serve as the Ordination Officer of the Diocese of East Carolina
- Provide support for all other areas of the Bishop's work
- Work collaboratively with other diocesan staff members

Qualifications

- At least 3 years of relevant experience
- A Bachelor's degree, or equivalent combination of education and experience
- Excellent verbal and written communications skills
- Ability to work independently and collaboratively

- Strong time management skills
- Proficiency with Microsoft Office Suite and other software applications, and with the ability to learn new applications
- Familiarity with The Episcopal Church would be an asset
- Able to successfully complete required background checks

Compensation and Benefits

- Salary to be commensurate with experience and competitive with similar positions in eastern North Carolina
- Generous “employee only” benefits package, with employer-paid medical and vision insurance
- Employer contribution to retirement plan
- Employer-paid disability insurance
- Starting at 2 weeks of paid vacation

How to Apply

Please send a cover letter and updated resume to officeofbp@diocese-eastcarolina.org with the job title in the subject line.

Application Deadline

This position will remain open until filled.