



## **Position Available: Executive Assistant**

*Please submit resume and letter of interest to [frgodfrey@cathedralbelle.org](mailto:frgodfrey@cathedralbelle.org)*

### **Reports to Pastor**

### **Classification Exempt**

### **General Statement of Duties**

*The Executive Assistant assists the pastor in assuring that parish ministry flourishes. Along with assisting the pastor, primary responsibilities include communications, scheduling, technology, and human resources.*

### **Essential Functions & Major Responsibilities**

#### **1. Assisting the Pastor**

- Prepare agendas and documentation for meetings
- Plan and coordinate events under the pastor's oversight
- Draft correspondence from the Pastor
- Assist with stewardship activities and efforts
- Coordinate funerals

#### **2. Communications**

- Oversight for bulletin (bulletin editor reports to EA)
- Oversight for website
- LED sign board
- Oversight for Flocknote messages
- Oversight of Social Media (FaceBook)

#### **3. Scheduling**

- Schedule pastor's appointments
- Schedule weddings
- Schedule baptisms
- Schedule Funerals
- Schedule door locks
- Schedule heating and cooling (future)

#### **4. Technology**

- Ministries Coordination
- Video surveillance
- Security
- Information Technology

#### **5. Human Resources**

- Child Protection Coordination
- Performance Reviews

#### **6. Other**

- Records Retention according to diocesan policy
- Coordinates Diocesan Data Requests
- Attends Pastoral Council Meetings monthly



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### **Job Scope**

The person in this position encounters a wide diversity of work situations with a high degree of complexity and independent judgment. Responsible for supporting the pastoral ministry of the parish in a positive atmosphere, along with various administrative functions. Discretion is essential. Contacts are usually made with cathedral parishioners and vendors.

### **Specific Job Skills**

Excellent at multi-tasking. Friendly disposition in exchanges with various publics. Excellent communication skills and strong ability to manage numerous details. Proficiency with Microsoft Office and basic office equipment is required.

### **Education and Experience**

Bachelor's Degree or related professional experience. Demonstrated ability for high-energy, highly detailed work.

### **Physical Demands**

While performing the duties of this job, the employee is required to stand, walk, stoop, talk, reach, sit, hear, handle and perform repetitive motions of the hands/wrists and feet. Light lifting, pushing, pulling, and carrying items is required. Reasonable accommodation will be made when possible to enable individuals with disabilities to perform essential functions.

### **Working Environment**

Work is performed in an office and throughout the cathedral campus. Close computer work is required. Modification to regular work schedule may be required to attend occasional evening meetings or events. Supervisory Responsibility

The person in this position supervises two other employees, in consultation with the pastor.

### **Compensation**

The Executive Assistant will be paid in the range of \$50,000-\$65,000 annually, if full-time, based on previous experience and breadth of skills. Benefits include paid time off and retirement plan with employer contributions. Employees working at least 30 hours per week are eligible for standard diocesan benefits, including life, health, dental, vision, and voluntary life coverage.