



Episcopal Diocese of Massachusetts

138 Tremont Street Boston, Massachusetts 02111 • 617-482-5800 • www.diomass.org

Job Title: Executive Assistant to the Bishop

Reports to: Bishop Diocesan

Category: Full-time

Effective Date: July 17, 2025

About Us

The Episcopal Diocese of Massachusetts was organized in 1784, just following the American Revolution. Today, nearly 250 years later, our common life thrives in over 170 congregations and 40,000 Episcopalians living in the eastern third of Massachusetts, along with a variety of Episcopal schools, hospital chaplaincies, monastic communities, and other affiliated organizations. We are committed to building up sustainable, vibrant, diverse, faithful, and justice-seeking worshipping communities that form faithful Christians and serve their neighbors, all centered around our five core values: Welcome, Courage, Justice, Joy and Love.

Our Diocesan offices are located in downtown Boston, across the street from Boston Common and easily accessible by several public transportation lines. The staff of approximately 25 full- and part-time employees of the Diocese of Massachusetts provide services and resources to congregations, manage the Diocese's tangible assets (real estate and investments) and governance life, and offer ministries and programming. The Diocese of Massachusetts is led by a Bishop who serves as the "CEO" of the organization. She is supported by a team of managers (called canons) and staff who run the day-to-day operations of the Diocese. This position will be physically located at the Boston office, with a majority of workdays on site.

Job Summary

The Executive Assistant (EA) supports the Bishop and her office by providing a full spectrum of administrative functions with exceptional organizational, communications, planning, and implementation skills. The EA is charged with the care and trust of the Bishop and her staff to maintain high levels of confidentiality, discretion, and maturity.

The EA is often the first point of contact for various clergy, staff, lay persons in the Diocese and other visitors to the office, making it essential that the EA values hospitality, professionalism, and respect for the Bishop's Office. Attention to shifting priorities and details is crucial in this position, as is the ability to multi-task and to manage workflow without direct supervision. The Executive Assistant must be a self-starter who enjoys the administrative challenges of supporting a Diocese of diverse people and programs, is committed to good stewardship of resources, and is able to design and implement solutions to administrative and executive-support needs.

Major Areas of Responsibility

Provide Support to the Bishop Diocesan

The EA manages the Bishop's calendar, appointments, travel arrangements, hospitality, electronic and paper files, email accounts, budget and expense reports, phone calls, meeting packets, briefing schedules, as well as the schedule of Episcopal visitations. The EA also designs, plans, and implements special administrative and logistical projects for the Bishop, as assigned.

Work Collaboratively on the Diocesan Staff

The EA works closely with other diocesan staff members at every level of the organization, building trust and working both collaboratively and accountably. This includes attending and keeping records for various team meetings, learning and using the technological tools of the Diocesan workplace, playing an active role on the administrative staff team, providing support to committees and governance groups, working on shared administrative projects, supporting the logistical design and operation of diocesan events and larger projects, database and record keeping tasks, correspondence, and occasionally supporting other executive team members.

Support the needs of the wider Diocese

As with all diocesan staff members, the EA's mission is to serve both the Bishop's Office and the wider diocese. Towards that end, the EA will support the parish administrator's support network of the diocese, provide occasional support to deans and retired bishops of the Diocese, represent the Diocese in a supportive manner at all times, and perform other duties as assigned in furtherance of the Diocesan mission and strategic priorities.

Required Skills/Abilities:

- Ability to work independently and collaboratively.
- Excellent verbal and written communication skills.
- Professional telephone manners.
- Good typing and grammar skills.
- Sensitivity to confidential materials and ability to maintain strict confidentiality.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritize tasks.
- Proficient with Microsoft Office Suite, comfortable with database and accounting software.

Education and Experience:

At least 3 to 5 years of relevant experience.

Bachelor's degree or equivalent combination of education and experience.

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

Ability to occasionally lift and carry 15 pounds.

Reasonable accommodation will be made for persons with disabilities.

Compensation

The salary range for this position is \$80,000 to \$85,000 annually.

The Diocese provides a generous benefits package including:

- Employer-paid medical and vision insurance
- Employer contribution to a 403b retirement plan
- Employer-paid disability insurance
- 4 weeks of vacation

How to Apply

To apply, please send both a cover letter and resume to hr@diomass.org with the job title in the subject line.