



Episcopal Diocese of Massachusetts

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

Job Title: Administrator for Congregational Vitality

Reports to: Chief of Staff

Salary Range: \$70,000 to \$80,000

Effective Date: December 1, 2025

Category: Full time

Job Summary:

The Administrator for Congregational Vitality advances the mission of the Diocese by providing dedicated administrative coordination for congregational engagement and programmatic support. Working closely with the Regional Canons and the Canon for Immigration and Multicultural Ministries, this role serves as the primary administrative contact for the Diocese's transition ministry and immigration and multicultural ministries, ensuring timely and accurate support for clergy, congregations, and diocesan staff.

The Administrator delivers comprehensive administrative assistance across program areas that serve congregations and clergy, facilitating smooth operations and effective communication. Responsibilities include maintaining essential records, coordinating processes that strengthen parish leadership and vitality, supporting transitions and programs that nurture congregational health, providing support to our immigration services ministry, and resourcing programmatic events for our multicultural ministries. By ensuring accessible and reliable systems of support, the Administrator for Congregational Support contributes to the flourishing of parish life throughout the Diocese.

Duties/Responsibilities:

Parish and Immigration Engagement & Support

- Serve as the primary administrative contact for the Diocese's transition ministry, ensuring timely communication and coordination with clergy, vestries, and search committees.
- Support the work of the Regional Canons and the Canon for Immigration and Multicultural Ministries by coordinating scheduling, correspondence, taking meeting notes, and meeting preparation.
- Maintain accurate and up-to-date parish records, leadership reports, and resource materials that support congregational vitality and immigration and multicultural ministries.

Administrative Coordination

- Provide comprehensive administrative assistance to diocesan staff, clergy, and program areas that serve congregations.
- Provide comprehensive administrative assistance to the Canon for Immigration and Multicultural Ministries specifically as it relates to U.S. Citizenship and Immigration Services (USCIS).
- Prepare and distribute communications, reports, and documentation in support of congregational programs and initiatives.
- Assist in coordinating workshops, trainings, and diocesan events related to parish support, multicultural ministry, and leadership development.

Process & Resource Management

- Utilize systems and databases that track clergy transitions, congregational leadership, and program participation.
- Ensure smooth workflows for transition-related processes, including clergy searches, appointments, and onboarding.
- Develop and maintain organized filing systems, digital resources, and accessible tools for parish leaders and diocesan staff.

Collaboration & Teamwork

- Partner with other members of the diocesan staff to provide cross-coverage, shared resources, and consistent administrative practices.
- Communicate clearly and professionally with congregations, clergy, and colleagues, modeling hospitality and responsiveness.
- Contribute to diocesan initiatives that advance diversity, equity, inclusion, and justice.

Diocesan Staff Expectations

- Regular engagement with supervisor to ensure communication and clarity around workflow prioritization.
- Arrange work schedule with supervisor to include three workdays onsite (including Wednesday) at the Diocesan offices, along with remote work. (Subject to change.)
- Participate in trainings, meetings, proceedings, and activities of the diocesan staff as directed by supervisor.
- Adherence to all Diocesan policies and procedures.
- Some evening and weekend work is expected.
- Other duties as assigned.

Required Skills/Abilities

- Ability to work independently and collaboratively.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong organizational and time-management skills with the ability to prioritize and balance multiple tasks effectively.
- Excellent written and verbal communication skills; able to prepare professional correspondence and resources for diverse audiences.
- Proficiency with Microsoft 365 (Word, Excel, Outlook, Teams, SharePoint), Asana, basic customer relationship management systems, and ability and willingness to learn and adapt to new software and database systems.
- High attention to detail and accuracy in record-keeping, scheduling, and documentation.
- Demonstrated ability to handle confidential information with discretion and integrity.

Core Competencies & Expectations

All diocesan staff are expected to:

- Act with trustworthiness, transparency, and accountability.
- Communicate clearly, kindly, and effectively.
- Collaborate across difference with openness and respect.
- Approach challenges as proactive problem-solvers.
- Balance strategic thinking with responsiveness.
- Follow all Diocesan policies and procedures of the Bishop's Office.
- Serve both the Bishop's Office and our worshipping communities with dedication.
- Bring a spirit of hospitality, joy, and humor to their work.
- Utilize project management, communications, and staff management tools effectively.

- Exhibit a deep commitment to the principles of diversity, equity, inclusion, and justice.

Education and Experience:

- Bachelor's degree or equivalent combination of education and experience preferred.
- Minimum of 3–5 years of administrative, program, or congregational support experience; nonprofit or church-related experience strongly desired.
- Familiarity with Episcopal Church governance, polity, and parish life preferred.
- Ability to speak Spanish is welcome but not required.

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 \$70,000 to \$80,000 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.