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|------------------|--|--------|-------------------|
| TITLE            | Administrative Assistant                                   |        |                   |
| REPORTS TO       | Executive Assistant to the Bishop and Office Manager (EAB) | STATUS | Exempt, Part-Time |
| SUPERVISES       |  |        |                   |
| MISSION PRIORITY |  |        |                   |

### **About the Episcopal Church in Minnesota (ECMN)**

The Episcopal Church in Minnesota is one church in 104 places, bound together by our commitment to follow the Way of Jesus, joining God in God's project to heal the whole world with love. The diocese upholds four priorities for shared life and work: discipleship, faithful innovation, justice, and congregational vitality. The diocesan staff is structured to guide the priorities throughout Minnesota at all levels of the church and to provide support to communities in living out the priorities in their local context.

### **About the Position**

The Administrative Assistant is responsible for supporting the broader diocesan staff through administrative, systems, data, and event tasks. The role primarily collaborates with the Executive Assistant to the Bishop and Office Manager (EAB) to maintain generalized administrative tasks. The Administrative Assistant reports to and receives primary direction from the EAB.

### **Key Responsibilities**

#### *Canon Support*

- Collaborate with staff to support logistics and reservations for events
- Support diocesan-level events (e.g. Convention) including external vendors, catering, hotel coordination, etc.
- Alongside the Ministry Admin, provide communications implementation support to the Canon to the Ordinary

#### *Office Support*

- Ensure supplies are ordered and facilities are maintained
- Manage office tasks such as processing mail, coding purchases, and logging checks
- Provide hospitality to those visiting and calling the office
- Manage phones and phone systems

#### *Other*

- Support the Minister for Children and Youth with administrative record keeping for Safe Church including Praesidium Academy online platform tasks
- Alongside the Ministry Admin, provide communications implementation support to the Canon to the Ordinary
- Manage intake and processing of parochial reports
- Support data management systems
- Collaborate with the Executive Assistant to the Bishop to manage licensing and canonical oversight administrative functions

#### **Working Relationships and Environment**

The Administrative Assistant works closely with the Executive Assistant to the Bishop and Office Manager and the larger Diocesan team. This person must be able to effectively communicate and interact with a broad range of individuals and constituencies.

The role may require occasional availability for evening meetings, weekend events, and travel throughout the state. Appropriate comp time is provided. This position will work in the ECMN offices Tuesday through Thursday 8:30am-4:30pm.

#### **Skills and Competencies**

- One year work experience
- Bachelor's degree or equivalent experience preferred
- Willingness to learn about Episcopal Church structures and language
- Proven ability to maintain organizational systems, follow through, and problem solve
- Effective communication skills (verbal and written)
- Ability to work independently and as part of a team
- Keen attention to detail

#### **Compensation**

This is a part-time position that is not benefit eligible. The anticipated salary is \$40,000 per year. Position includes paid holidays and paid time off.

Applications with resume and cover letter may be submitted to Jessica Ricardo, at [jessica.r@episcopalmn.org](mailto:jessica.r@episcopalmn.org) by February 20th, 2026.