

Job Title: Diocesan Administrator and Executive Assistant to the Bishop  
Accountable to: The Bishop of the Episcopal Diocese of Eastern Oregon  
Supervised by: The Bishop  
Job Summary: The Diocesan Administrator and Executive Assistant to the Bishop is a non-exempt staff position which has as its major responsibility the performance of executive, clerical and organizational duties to support the ministry of the Diocese of Eastern Oregon and the Bishop of the Diocese of Eastern Oregon.

### Specific Accountabilities

1. Maintain the diocesan calendar and the Bishop's calendar by scheduling meetings and appointments and making travel arrangements.
2. Manage the diocesan correspondence as necessary and the bishop's correspondence as requested.
3. Prepare mailings and take minutes for Diocesan Council, which meets five times per year, and for other meetings as requested.
4. Take notes and prepare minutes for Diocesan Convention
5. Prepare the Pre-Convention Journal and Convention Journal.
6. Maintain and distribute the annual diocesan directory.
7. Maintain diocesan files, records and educational resources.
8. Prepare or assist with general diocesan mailings and meeting arrangements.
9. Respond to calls and emails, providing appropriate information and scheduling appointments, as needed. As appropriate, provide hospitality for guests, visitors or meetings.
10. Prepare certain diocesan reports on behalf of the bishop.
11. Serve as Diocesan Administrator for Church Pension Group insurance and other matters.
12. Other duties as assigned.