



Job Description

DIOCESAN COMMUNICATION and ADMINISTRATION ASSISTANT

Date: 03/17/2022

Supervisor: Brenda Dumper

Staff Teams: Diocese, Administrative

Status: Part-time 15 hours per week

Role: To support the Lay Canon to the Ordinary in managing diocesan responsibilities such as confirmations, ordinations, trips, and events, and assist with both internal and diocesan-wide communication. Assist in administering Gregory House Ministry School resources and South Hub meetings.

SKILLS

1. Exceptional clarity in communication by email and phone. Respectful communication style
2. Discretion and confidentiality
3. Priority management (shifting tasks as more urgent tasks appear)
4. Collaboration and task-sharing (must enjoy working this way)
5. Knowledge of web-based communication applications such as MailChimp, Google apps, WordPress, and others is very helpful.
6. Polished writing and editing skills are helpful.
7. General organization and administrative acumen. Must keep logistical details recorded and accessible.

JOB DUTIES

1. **In collaboration with the Lay Canon to the Ordinary, provide logistical management for diocesan events and record-keeping processes.**
 - a. Processes include:
 - i. Planning Diocesan Visits and Travel
 - ii. Confirmation Prep and Records
 - iii. Keep clergy current on all required trainings
 - b. Interface with church admins to collect information
 - c. Print and prepare various certificates
 - d. Provide support to diocesan church admins in planning their special services
2. **Collaboratively manage the Clergy Discernment pathway**

- a. Manage process for those in ordination discernment
- b. Communicate updates with Rectors and Deans
- c. Assist Lay Canon as needed in preparing for ordination services
- 3. Support Diocesan Communication and Website**
 - a. Assist Communications Director
 - i. Write/edit, design, and send Upper Midwest Anglican News
 - ii. Seek stories and photos from around the diocese; interview leaders/laypeople
 - iii. Write concise, engaging narratives for the newsletter
 - iv. Curate highlighted features such as events, sermon of the month, or new clergy announcements.
 - v. Invite leaders from around the diocese to collaborate on writing letters/features
 - b. Interface with the Bishop/Bishop's Council/Staff to collect information for clergy communications.. Assemble, edit, and send letters.
 - c. Manage audience lists in MailChimp
 - d. Design/send letters in MailChimp
 - e. Interface with designers to prepare special websites and comm pieces for conferences and events
 - i. Surface-level web admin of conference websites
 - f. Care for and update diocesan website
 - i. Interface with designers and Comm Director to accomplish bigger changes and projects
- 4. Support Gregory House Administration**
 - a. Manage teacher schedule and seek, format and print notes for GH South Hub meetings
 - b. Train and manage assisting Resident to help manage meetings
 - c. Cover coffee hospitality for GH South Hub meetings
 - d. Support Gregory House Director and teachers as needed
- 5. Care for Diocesan Supplies and Belongings**
 - a. Prepare vestments for the bishop's trips
 - b. Occasionally assist with cathedral liturgical elements and supporting diocesan churches with liturgical information.
- 6. Support the Lay Canon to the Ordinary as Needed**
 - a. Take over tasks as needed
 - b. Provide brainstorming collaboration for designing events.
- 7. Support Lay Canon and Conference Coordinator in prepping for conferences and events such as Fully Alive and Revive.**

Fair Labor Standards Act (FLSA)

Status: Non-exempt, part-time

Duties: Not applicable (non-exempt)

Description: Non-Exempt (hours vary per week) = Overtime is paid. This position is an hourly position. Pay is for actual hours worked each work week, and job responsibilities are expected to be completed during the stated hours. It is the joint responsibility of the employee and supervisor to prioritize tasks so that the expected hours are not exceeded in any work week. In the event of exceptions, actual hours worked during a work week will be paid, and hours worked more than 40 hours for the work week will be paid at a total of one and one half times hourly pay.

Americans with Disabilities Act (ADA)

Job Performance Requirements:

- Office and Admin position
- Receive undergraduate degree level of education
- Occasionally work weekends
- Must be able to sit in a stationary position for 50% of the time
- Occasional kneeling and bending to restock supplies
- Occasional reaching to gain access to supplies
- Constant operation of a computer
- Frequently communicate with people (parishioners, staff, etc) who have inquiries about sermons, service events, projects, etc. Must be able to exchange accurate information in these situations.
- Identify material from a computer with a 13in screen.

This job description is subject to change at any time.