

Job Announcement **Executive Assistant, Office of the Dean**

Cathedral Church of St. John the Divine

The Cathedral of Saint John the Divine is the mother church of the Episcopal Diocese of New York and the seat of its Bishop. Chartered as a house of prayer for all people and a unifying center of intellectual light and leadership, the Cathedral provides an array of liturgical, cultural and civic events as well as pastoral, educational and community outreach programs, all of which are overseen by the Dean of the Cathedral. *

By ensuring efficient operation of the Dean's office and acting as a gatekeeper and problem-solver extraordinaire, the Executive Assistant is an integral member of the Cathedral's administrative team. Here are the core responsibilities:

Job Responsibilities:

- Represent the Dean in a positive and professional light
- Provide the full range of administrative support to the Dean, from answering phone calls and e-mail inquiries to scheduling meetings and welcoming visitors in a polite, professional manner
- Build a close working relationship with the Dean and understand and embrace his or her values, expectations and working style
- Manage the Dean's daily calendar by coordinating schedules, booking meetings and providing meeting support
- Manage the Dean's office budget, keep track of receipts and prepare monthly expense reports
- Proofread and edit Sunday leaflets, Dean's correspondence and presentations
- Coordinate passes and logistics for major Cathedral services
- Provides the first line of tech support to the Dean, from teleconferencing to formatting documents and presentations
- Act as Assistant Secretary to the Board of Trustees
 - Manage communications with the Board, take meeting minutes, manage meeting logistics, maintain digital files of all materials, distribute materials to Trustees as needed.
- Works closely with and supports the Cathedral's Senior Leadership Team
- Occasional weekends, evenings and holidays will be required

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Administrative skills and qualifications:

- Sound judgment and discretion
- Exceptional hospitality and radical customer service skills
- Resourceful and adaptable-the Executive Assistant needs to be able to shift gears from day to day, hour to hour, and even minute to minute.
- Meticulous organization skills and attention to detail
- Analyzing and synthesizing information
- Creative problem-solving skills and the ability to think on one's feet
- A willingness and ability to develop encyclopedic knowledge of the Cathedral, from its mission to its programs and its impact on the community
- Rock-solid writing skills
- Clear, concise, and careful speaking skills
- Emotional intelligence and social awareness
- Solid command of the Microsoft Office suite

Education and experience requirements:

- College education or equivalent
- 3+ years of high-level administrative experience at a non-profit

* The Dean serves as a vital partner to the Bishop of the Episcopal Diocese of New York, and is the senior cleric and chief executive officer responsible for the spiritual, liturgical and operational management of the Cathedral.

Compensation: \$75,000-\$82,500

To apply: Please send resumé and a thoughtful cover letter to jtiebout@stjohndivine.org

Equal employment opportunity and a diverse staff are foundational principles at The Cathedral of Saint John the Divine. We are committed to ensuring equal employment opportunity without discrimination or harassment on the basis of race, creed, color, national origin, sex, age, religion, disability, marital or civil partnership/union status, familial or caregiver status, alienage or citizenship status, sexual orientation, gender identity or expression, pregnancy, military or veteran status, genetic information, predisposition, or carrier status, unemployment status, domestic violence, sexual violence, or stalking victim status, or any other characteristic protected by federal, state, or local law.