

Executive Assistant, Office of the Dean

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:

The Executive Assistant...

- represents the Dean in a positive and professional light
- provides 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
- builds a close working relationship with the Dean and understands and embraces his or her values, expectations and working style
- manages the Dean's office budget, keeps track of receipts and prepares expense reports
- provides the first line of tech support to the Dean, from teleconferencing to formatting documents and presentations
- works closely with and supports the Cathedral's Senior Leadership Team
- Occasional weekends, evenings and holidays will be required

Administrative skills and qualifications:

- Sound judgment and discretion
- 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
- Three years' administrative experience

*The Dean is the in-charge member of the Cathedral's clergy and functions as the Cathedral's chief executive officer.

Excellent benefits offered; the compensation is competitive (the range is between \$57,500 and \$60,000 and will be based on experience).

To apply, please send a cover letter and résumé to jtiebout@stjohndivine.org