Office of Presiding Bishop
483 E Lockwood Ave. Ste. 3
St. Louis, MO 63119
314-918-2767

Job Description: Administrator of the Office of Presiding Bishop

The Administrator of the Office of Presiding Bishop (OPB) is responsible for a range of functions to ensure the smooth operations and functioning of the Ecumenical Catholic Communion. The Administrator reports to the Presiding Bishop and works collaboratively with the Presiding Bishop in overseeing the day to day operations of the OPB. This is a part-time position (20 hours per week) located in St. Louis, MO.

Responsibilities of the Administrator of the OPB include:

- Review and answer correspondence both mail and electronic
- Provide secretarial services including recording and maintaining minutes from all ECC leadership committee meetings
- Update and maintain all clergy, community, and financial files and databases
- Prepare reports, presentations, memorandums, proposals and correspondence as needed
- Monitor office operations
- Schedule appointments and meetings for Presiding Bishop
- Manage schedule for the Presiding Bishop
- Coordinate travel arrangements for the Presiding Bishop
- Track office supply inventory and approve orders
- Assist in the preparation of annual budgets and expenses
- Receive and deposit all community tithes and other donations
- Write checks as needed and make payments on behalf of the OPB
- Coordinate monthly payroll for all staff and the Presiding Bishop through payroll provider
- Prepare annual estimates of expenditure, maintain budgetary and inventory controls and make recommendations to Finance Committee and Treasurer
- Assist in coordination and planning of biennial ECC National Synod
- Strategize with the Presiding Bishop on new initiatives, responses, procedures, etc.
- Work on additional projects as needed

Qualifications and Education Requirements

- Minimum Bachelors Degree
- At least 2 years experience in administrative role, or similar position including communication and office management
- Preferred bi-lingual in English and Spanish
Required Skills

- Excellent oral and written communication skills
- Detail-oriented and works with a high degree of accuracy
- Highly organized and flexible
- Ability to multitask and meet changing deadlines
- Must be self-directed and able to complete projects with limited supervision
- Maintains staff confidentiality
- Working knowledge of email, scheduling, spreadsheets and presentation software

Preferred start date: July 15, 2019

Please send cover letter and resume to:
Bishop Francis Krebs, Presiding Bishop of the Ecumenical Catholic Communion
bishop.francis@ecumenical-catholic-communion.org