



DIOCESE OF CHARLOTTETOWN

PO Box 907
Charlottetown, PE C1A7L9
902-368-8005

EXECUTIVE ASSISTANT TO THE BISHOP

POSITION TITLE

Executive Assistant to the Bishop.

THE ORGANIZATION

The Roman Catholic Diocese of Charlottetown serves Catholics living in Prince Edward Island. It has 50 parishes, 37 incardinated priests, and various offices and ministries. The Seat of the Diocese is in Charlottetown and the Chancery Office is located at 350 North River Road.

PURPOSE OF THE POSITION

The purpose of the position is to maintain effective and efficient operation of the Bishop's office by providing senior level administrative support.

SUMMARY OF DUTIES & RESPONSIBILITIES

- On behalf of the Bishop, draft letters and messages for his signature for circulation within the diocese.
- Provide administrative support to the Bishop, including emails, phone messages, and mail; oversee the Bishop's calendar and schedule meetings; make travel arrangements.
- Prepare letters, cards, and responses for the Bishop's signature and/or approval.
- Attend meetings of Councils and Committees as required by the Bishop and take notes.
- Coordinate monthly staff meetings.
- Become familiar with diocesan policies.
- Assist in the development of brochures, pastoral letters, special bulletin inserts and business cards.
- Maintain accurate records and files for the Bishop.
- Other administrative and communications related duties as assigned.

QUALIFICATIONS:

- Must have completed Grade 12 supplemented by a diploma from a recognized Office Studies Program.
- Considerable knowledge and skills in Word Processing and computer applications is required.
- Must have considerable experience in a professional administrative environment.
- Must have considerable knowledge of the Catholic faith and Roman Catholic Diocesan structures.



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REQUIRED SKILLS AND ABILITIES:

- Must be proficient in using computer programs and suites including Microsoft Word, Excel, PowerPoint, Outlook, Teams, Zoom, Adobe.
- Must be detail orientated.
- Must be a friendly, hospitable, professional representative of the Diocese of Charlottetown at all times.
- Must have excellent organizational, time management, and communication skills.
- Ability to work with limited supervision and in a team setting.
- Must have excellent oral and written skills.
- Ability to maintain strict confidentiality.
- Must be approved through diocesan safeguarding policy (including criminal record check).

HOURS OF WORK

Monday to Friday – 6 hours per day. Flexibility may be required occasionally.

COMPENSATION

The position will pay approximately \$40,000 per year plus benefits.

Deadline for applications: February 7, 2024.