

# Position Description

## **Administrative Assistant to the Bishop and Executive Officer & Office Manager, Diocesan Centre**

**Position Title:** Administrative Assistant & Office Manager

**Employment Status:** Full-time Contract with opportunity for renewal

**Reports To:** Bishop of the Diocese of Ontario and Executive Officer

**Location:** Diocesan Centre, 165 Ontario Street Suite 4&5, Kingston, Ontario

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## Position Summary

The Administrative Assistant & Office Manager provides administrative, organizational, and operational support to the Bishop and the Executive Officer of the Diocese of Ontario and oversees the effective day-to-day functioning of the Diocesan Centre. This role is central to the life and mission of the Diocese, ensuring that leadership, governance, staff, clergy, and visitors are supported in a professional, welcoming, and efficient environment.

The position requires a high degree of discretion, sound judgment, excellent communication skills, and the ability to manage multiple priorities in a mission-driven, faith-based organization. The Administrative Assistant & Office Manager serves as a key point of coordination, enabling Diocesan leadership to focus on strategic, pastoral, and missional responsibilities.

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## Key Responsibilities

### **Administrative Assistant to the Bishop and Executive Officer**

- Provide confidential, administrative support to the Bishop and Executive Officer.
- Manage calendars, schedules, and meeting logistics.
- Assist with the preparation of reports, briefing materials, and agendas for meetings.
- Receive, prioritize, and respond to inquiries with professionalism and pastoral sensitivity.
- Support diocesan governance processes, including record-keeping, document management, and follow-up on action items.
- Assist with planning and coordination of diocesan events and special projects.
- Maintain confidentiality and exercise discretion in matters of personnel, governance, and pastoral care.

## **Office Manager, Diocesan Centre**

- Oversee the daily operations of the Diocesan Centre to ensure a welcoming, efficient, and well-organized office environment.
  - Manage office systems, including filing (electronic and physical), records retention, supplies, and technology.
  - Serve as the first point of contact for visitors, callers, and general inquiries, fostering a hospitable and respectful atmosphere.
  - Support internal communication and coordination among diocesan staff.
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## **Qualifications and Experience**

- Previous administrative experience, preferably in a non-profit, faith-based setting
  - Demonstrated experience in office management or operational coordination.
  - Exceptional organizational, prioritization, and time-management skills.
  - Excellent communication skills.
  - Strong proficiency with office technology, including Microsoft 365, calendars, shared document platforms, and databases.
  - Familiarity with Anglican Church structures and diocesan life is an asset.
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## **Core Competencies and Attributes**

- High level of professionalism, reliability, and attention to detail.
  - Ability to work independently and collaboratively in a small-team environment.
  - Strong interpersonal skills with a pastoral, respectful, and service-oriented approach.
  - Commitment to the mission, values, and ministry of the Diocese of Ontario.
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## **Working Conditions**

- Full-time position, typically Monday to Friday during regular business hours.
  - Occasional evening or weekend work may be required to support Synod or special events.
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# Application Process

Interested candidates are invited to submit a cover letter and résumé outlining their qualifications and interest in the role by April 17, 2026 to: **diocese@ontario.anglican.ca**

The Diocese of Ontario is committed to equity, diversity, and inclusion and welcomes applications from all qualified candidates.