



**ROLE: EXECUTIVE ASSISTANT TO THE VICE RECTOR**

**DEPARTMENT: VICE RECTOR'S OFFICE**

**REPORTS TO: VICE RECTOR**

**WORK HOURS: FULL-TIME**

**WHOM WE SEEK:**

At Saint Michael Church (SMAA), the Vice Rector functions as the Chief Executive Officer, overseeing all ministry, operations, and staff on behalf of the Rector. The Vice Rector is the “Integrator” in the Entrepreneurial Operating System (EOS: <https://www.eosworldwide.com/>). The Rector is the “Visionary” in EOS and focuses on teaching, preaching, fundraising, setting church culture, and acting as the “face” of SMAA in the community. The Vice Rector’s office and Rector’s office work closely together, ensuring that these co-leaders are on the same page.

The Executive Assistant to the Vice Rector (EA+VR) must be professional, organized, friendly, collaborative, helpful, discreet, mature, and non-anxious in occasionally stressful situations. The EA+VR serves as the first point of contact in the Vice Rector’s office, and must demonstrate excellent customer service skills with colleagues, parishioners, and external partners. The EA+VR should have a college degree, be able to write well, and be able to coordinate complex administrative tasks. Proficiency in Microsoft tools (Teams, Word, Tasks, Excel, and PowerPoint) is required, as is a capacity to operate or quickly learn Touchpoint, our church management software.

**DUTIES AND RESPONSIBILITIES:**

- Maximize Vice Rector’s efficiency by coordinating his calendar, emails, task list, organizational systems, expense management, travel, room reservations, and document creation
- Provide hospitality to all those visiting the Vice Rector in person or online
- Provide administrative support for meetings led by the Vice Rector (Executive Directors, Directors, All Staff), including creating draft agendas, keeping minutes, following up on to-do’s, and maintaining digital records
- Coordinate leave requests for SMAA leaders
- Assist Administrative Assistants and Executive Directors when requested by the Vice Rector

## **WE EXPECT OUR EXECUTIVE ASSISTANT TO THE VICE RECTOR WILL BE...**

- Aligned with our core values: Collaborative, Loyal, Effective, Kind, And Growth-Oriented; and with our core focus: “Building Christian disciples for a transformed community”
- A dependable, energetic achiever who holds herself/himself to high standards of job performance, spiritual engagement, and ethical behavior
- An effective verbal and written communicator with excellent interpersonal skills

## **CORE COMPETENCIES:**

- 5+ years of prior executive assistant experience preferred
- A college degree
- Maintain a high level of confidentiality
- A professional, positive attitude
- Self-directed and able to work independently
- Attention to detail and a penchant for accuracy
- Non-anxious in a fast-paced, complex large church system
- Able to concentrate on multiple tasks at once
- Critical thinking and problem-solving skills
- Proficiency in Microsoft tools (Teams, Word, Tasks, Excel, and PowerPoint) is required, as is a capacity to operate or quickly learn Touchpoint, our church management software.

*If you would like to apply, please submit a letter of interest and resume to Melisa Bray, Assistant to the Director of Operations, Saint Michael and All Angels Episcopal Church, 8011 Douglas Ave, Dallas, TX 75225, or [mbray@saintmichael.org](mailto:mbray@saintmichael.org) (reference “Executive Assistant to the Vice Rector” in the subject line). No phone calls, please.*

*Salary and benefits are competitive and commensurate with experience*