



Position: Temp Executive Assistant to the Bishop and Curia Coordinator

Reports To: Director Administration and Finance

Created: March 14, 2025

Revisions: None

Position Overview

The **Temporary** Executive Assistant to the Bishop and Curia Coordinator is responsible for providing executive support to the Bishop and high-level administrative support and management of the Bishop's office. This position serves as the primary point of contact for the Bishop and carries out a multitude of tasks associated with arranging meetings; coordinating events; managing schedules and calendars; receiving, preparing and filing confidential communications and correspondence; and coordinating and supporting other special project/events as assigned. It also serves as a polished, knowledgeable and motivated representative of the Bishop's Office to internal and external contacts.

This position has some level of responsibility for supervising two administrative positions of:

- Administrative Assistant
- Executive Assistant to the Curia

Both roles listed above have a higher reporting structure to the Director of Administration and Finance but receive working assignments from the EA to the Bishop.

Position Summary by Areas of Responsibility

Duties include, but are not limited to:

Executive Assistance to the Bishop

- Supports the Bishop in all areas of their leadership—organization, calendar, email, priorities, positive face and voice for the Bishop.
- Serves as first point of contact for internal and external individuals with the Office, including Pastors, Council and Committee members, consultants, and the public.
- Manages the Bishop's daily meeting requests and calendars and prioritizes action items in order of urgency and importance to ensure the Bishop functions effectively. This includes booking meeting rooms, arranging travel itinerary, providing hospitality, coordinating speaking engagements and webinars, booking weekly and monthly masses, and scheduling parish visits.

- Drafts, records, proofreads, and/or edits a variety of correspondence and documents in accordance with visual identity standards to external stakeholders and assembles all background materials in preparation for meetings.
- Provides administrative supervision to ensure all logistics planning and support is being provided to the numerous committees (i.e., College of Consultors, Safeguarding, Policy and Operations, etc.). This includes assigning responsibility and monitoring the work of others in handling the related correspondence, communications, document preparation, meeting schedules, notices, agendas, zoom, appointment letters and terms, and printing and filing for each of these committees.
- Plans, schedules, and coordinates travel and logistics for meetings and other events.
- Tracks vacation requests and approvals for clergy and managers who directly report to the Bishop;
- Tracks and communicates priest assignments, keeping clergy personnel records, wills, and directives.
- Assists with preparing and managing financial requisitions, ensuring invoice payment, and compiling expense information on behalf of the Bishop.

Curia Coordination and Supervisory

- Provides the day-to-day operational supervision of two administrative positions, including assigning and monitoring tasks.
- Works with the Director of Administration and Finance and, in consultation with the HR Coordinator, supports the hiring process, performance reviews, and coaching for supervised roles.
- Provide initial and ongoing orientation to staff under the supervision of this position and ensure training and development are provided when needed.
- Monitors and prepares budget reports for Bishop's review.
- Liaises with the Director of Administration and Finance on agreed-upon time-off requests to ensure effective time management for supervised roles.

General Administrative Systems

- Identifies and implements office and administrative equipment and systems to ensure a smooth and effective office workflow.
- Seek opportunities to increase efficiencies and improve processes.
- Anticipates office needs in all administrative areas and follows through on initiatives with little or no direct supervision.
- Contributes to website content and messaging as able and/or required.
- Responsible for the overall project management and implementation of Salesforce as a key administrative tool.

Other Projects & Activities

- Coordinates special annual events and education programs on behalf of the Bishop, such as Clergy Study Days, Clergy Day of Recollection, and Clergy Retreats. Also, coordinates the Volunteer Appreciation Reception, Administration Day, Safeguarding continuing Education and Orientation, etc.
- Works in consultation with the Bishop's delegate for the International Clergy to develop volunteer support for welcoming and orienting international clergy. In addition, work with the HR Coordinator related to work permits and immigration application processes for the International Clergy where required.
- In conjunction with Human Resources, assists in overseeing the Bishop's office volunteer committee.
- Provides administration support to the Vicar General.
- Supports and coordinates other special projects/events as assigned.

Disclaimer Clause: the above statements are intended to describe the general nature and level of work required for this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. Additional related tasks may be assigned to this position.

Working Conditions

- Full-time **Temporary** position based on a 37.5-hour work week for a 1-year term.
- May occasionally require working evenings and weekends.
- Requires spending long and continuous hours using office equipment (i.e., computers).
- High attention and focus to detail is required.
- Some stress associated with managing multiple projects/events, working in a fast-paced and ever-changing environment, and dealing with highly sensitive situations.

Job Qualifications (education/experience)

- Confirmed practicing Roman Catholic in good standing with the Church with a thorough understanding of the Catholic faith and practices and of how parishes function.
- A degree or diploma in business administration is preferred or an equivalent combination of education and work experience will be considered.
- Typically, the knowledge and experience required to achieve the above would be obtained through a combination of formal education in business or office administration; combined with work experience in a similar role.
- A minimum of 7 years of progressively responsible experience in a senior administrative professional role, including experience supervising others.
- A solid knowledge of general office procedures with advanced proficiency in using Microsoft Office products, including Word, Outlook, Excel, and PowerPoint, and other general data management systems (e.g., Sales Force) and technological platforms (e.g., Teams, Webex, Zoom).
- Experience working with the public and handling issues/complaints diplomatically.
- Independent and confident in organizing, prioritizing, and proficiently completing multiple tasks while dealing with frequent interruptions and tight deadlines.

- An exceptional communicator both verbally and in writing.
- Demonstrated ability to anticipate needs, handle confidential, time-sensitive and critical matters using good judgment, tact, respect and discretion.
- Excellent relationship-building skills with a focus on service to others including being approachable and collaborative with a positive attitude and exercises a high level of professionalism.
- Proficient in managing budget activities and monitoring office expenditures.
- Innovative in order to identify and make process improvement recommendations.
- Thorough and accurate to ensure quality work.
- Adaptable in order to meet new challenges as they arise.
- A successful criminal record check for the vulnerable sector.

Key Skills and Behavioral Competencies

Faith: Supports and is personally committed to the Roman Catholic Diocese of Saskatoon's Pastoral Plan, associated goals, and the overall Mission of "To Proclaim Christ and God's Kingdom Today." Have the same mind and heart as Christ Jesus (Phil 2:5).

Communication: Clearly expresses and conveys information to a variety of audiences to ensure the message is delivered and understood, using active listening techniques to understand effectively and adapting the communication to respond to the audience and situational requirements

Personal Leadership: Takes personal ownership, responsibility, and pride in the quality and timeliness of work and achieves results. Displays commitment and dedication to the organization, stakeholders, and colleagues and follows through on commitments.

Interpersonal Relationships: Builds successful relationships and fosters camaraderie underpinned by trust, honesty, understanding, teamwork, and mutual support. Exhibits emotional and social intelligence.

Planning and Organizing: Accurately estimates the duration and level of difficulty of tasks and projects, sets out goals, objectives, and work plans, and effectively manages multiple priorities and responsibilities of the position in a timely way.

Analytical Thinking/Problem Solving: Apply logical reasoning when addressing problems or situations, consider key issues, evaluate possible approaches or solutions, and determine the best option for the situation.

Leadership and Learning: Maintains a professional and positive manner even under changing or uncertain conditions; provides support, coaching, encouragement and direction and engages others in order to accomplish organizational goals. Promotes a continuous improvement and learning environment.

Adaptability/Flexibility: Adapts and responds to changing conditions, priorities, technologies and requirements. A willingness to alter opinions when necessary and apply versatility in the face of change.

Signatures

Most Reverend Mark A. Hagemoen
Bishop of Saskatoon

Date

Employee Acknowledgement

Date

Human Resources

Date