



Position:	Executive Assistant to the Bishop and Curia Coordinator
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Reports To:	Director Administration and Finance
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Created:	August 11, 2021
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Revisions:	July 28, 2026
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Position Overview

The Executive Assistant to the Bishop and Curia Coordinator provides confidential executive and administrative support to the Bishop and serves as the primary point of contact for the Bishop's Office.

This position is responsible for managing schedules, meetings, events, communications, governance activities, and administrative processes that support the effective functioning of the Bishop's Office and Curia. The role works closely with clergy, diocesan staff, parish leaders, volunteers, external stakeholders, and members of the public, and requires professionalism, discretion, sound judgment, and strong organizational skills.

Functional Supervision

This position also provides day-to-day work direction and coordination for:

- Administrative Assistant
- Executive Assistant to the Curia
- Reception

Both positions receive assignments from the Executive Assistant to the Bishop and report directly to the Director of Administration and Finance.

Responsibilities

Duties include, but are not limited to:

Executive Assistance to the Bishop

- Serve as the primary point of contact for the Bishop's Office for internal and external communication.
- Manage the Bishop's calendar, appointments, meetings, travel, parish visits, and speaking engagements.
- Coordinate meeting logistics, hospitality, and event arrangements.
- Oversees and coordinates administrative support for diocesan committees and councils, ensuring effective management of correspondence, communications, meeting logistics, records, appointments, and follow-up activities.

- Prepare agendas, reports, presentations, correspondence, briefing materials, and other documentation and ensure accurate records management and document control practices.
- Draft, edit, proofread, and coordinate communications on behalf of the Bishop.
- Organize and maintain confidential records and information.
- Track clergy vacation requests, approvals, priests' assignments, and related personnel records, wills and directives.
- Assist with invoice processing, expense reporting, and budget-related activities.
- Monitor priorities and ensure follow-up on commitments and action items.

Curia Coordination and Supervision

- Provide day-to-day work coordination and support to the Administrative Assistant and Executive Assistant to the Curia, including assigning and monitoring tasks.
- Assist with onboarding, orientation, training, and performance support activities in collaboration with Human Resources and the Director of Administration and Finance.
- Promote effective communication, collaboration, and service excellence within the Curia.
- Identify opportunities to improve administrative processes, systems, and workflows.

General Administrative Systems

- Identifies and implements office and administrative equipment and systems to ensure a smooth and effective office workflow.
- Seek opportunities to increase efficiency 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.
- Identify opportunities to improve administrative processes, systems, and workflows.

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 with the Bishop's Delegate for International Clergy and Human Resources to support volunteer programs, coordinate the welcoming and orientation of international clergy, assist with work permit and immigration processes as required, and support the Bishop's Office volunteer committee.
- Provide administrative support to the Vicar General and other diocesan leaders as required.
- 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 for this position. This description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Additional related duties may be assigned as required.

Working Conditions

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

Qualifications (Education/Experience)

Due to the nature of this role, candidates must demonstrate an understanding of the Catholic faith and the ability to support the mission and values of the Roman Catholic Diocese of Saskatoon. Preference may be given to practicing Roman Catholics.

- A diploma or degree in Business Administration, Office Administration, or a related field, or an equivalent combination of education and experience.
- Minimum seven (7) years of progressively responsible administrative experience supporting senior leaders
- Technical proficiency with Microsoft 365 applications (Outlook, Word, Excel, PowerPoint, Teams, and SharePoint), virtual collaboration platforms such as Webex and Zoom, and CRM platforms such as Salesforce.
- Demonstrated ability to manage confidential, sensitive, and time-sensitive matters with professionalism, diplomacy, sound judgment, and discretion while working effectively with a variety of stakeholders.
- Experience coordinating multiple priorities within a complex and fast-paced environment.
- Exceptional communication, interpersonal, and relationship-building skills, with a commitment to service, collaboration, professionalism, and positive working relationships.
- Experience tracking expenditures, processing financial documentation, and supporting budget-related activities.
- Demonstrated ability to identify opportunities for process improvement, maintain a high level of accuracy and quality in work, and adapt effectively to changing priorities and organizational needs
- 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 to accomplish organizational goals. Promotes 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