Bishop’s Secretary – Diocese of Saskatchewan

The Bishop and Synod of the Diocese of Saskatchewan are seeking a self starter with good people skills to serve as Secretary to the Bishop of Saskatchewan beginning in May. This is a six month term position. The job involves providing administrative and secretarial support to the bishops, committees, ministries and parishes of the Diocese. Regular hours are 8:30 – 4:00 p.m. Tuesday, Wednesday and Thursday with another regular 3.5 hours per week as well as availability for evening meetings. Pay is $17.50/hour.

More information is available from [synod@sasktel.net](mailto:synod@sasktel.net) or online at skdiocese.com. Interested parties are asked to submit a Resume and three names of references by May 3rd, 2017 to

The Diocese of Saskatchewan

1308 fifth Avenue East

Prince Albert Saskatchewan S6V 7H2

Fax 306 764 5172

[synod@sasktel.net](mailto:synod@sasktel.net)

**Bishop’s Secretary**

The position of Secretary to the Bishop of Saskatchewan includes the following areas of responsibility.

Providing Administrative and secretarial support to the Bishop of Saskatchewan, the Synod of the Diocese of Saskatchewan and the Executive Committee

Providing Administrative and secretarial support to the Bishop of Missinippi, and the James Settee College

Providing Administrative support for Diocesan programmes and ministries as directed by the Bishops

Managing correspondence, acting as Receptionist and conduit for information and inquiries

Managing the mail

Inputting for the Diocesan Website and Facebook page

Taking and Preparing Minutes of the Executive and Finance Committees

Managing and updating copies of the Constitution and Canons

Serving as Assistant Registrar maintaining official records of episcopal acts

Managing the day to day activity of St. Mary’s Cemetery including sales of plots, burials and maintenance

Organizing events, hotel, catering and travel bookings for one to one hundred people

Collecting and Collating data from Parish Statistical Returns

Filing and Typing

Occasional preparing of cheques and invoices under the supervision of the Finance Officer

Maintaining and Preparing Diocesan Prayer List and Clergy List as well as contact lists for Parishes and Lay Readers

Purchasing Office Supplies, Managing Cleaning, Snow Removal, and Landscaping services

Working with the Diocesan Finance Office in communication with Clergy and Parishes of the Diocese

Preparing baptism, marriage and confirmation certificates

Proofreading and spellchecking

Managing Bishops’ and the Synod Office calendars

Selling and stocking various items supporting Parish life

The Candidate will be required and expected

To work collaboratively with other staff and volunteers under the immediate direction and supervision of the Diocesan Bishop.

To create a welcoming atmosphere for all members of the Diocese and the general public, including providing and assisting with hospitality.

To have a good working familiarity with computers and word processing especially with Microsoft Office products, including Word, Outlook, Access and Publisher.

To have good people skills, be a self starter and team player, be willing to learn, be respectful to all, maintain the highest degree of confidentiality, and to be caring and compassionate.

This is a six month term position. At the end of this period the Diocese will consider another term or a hired position.

Regular hours are 8:30 – 4:00 with an unpaid hour for lunch and two fifteen minute breaks Tuesday, Wednesday and Thursday plus 3.5 hours per week (total 26 hours/week) and other hours as required and approved, especially for evening meetings and weekend events.

$17.50/hour with other provisions in accordance with federal and provincial laws as well as the Compensation Policy of the Diocese of Saskatchewan and the Canons of the Anglican Church of Canada.