

# Missionary Diocese of the South and Ozarks

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## Administrative Assistant to the Bishop

### Description

The diocese is in need of a part-time volunteer to serve as Administrative Assistant to the bishop ordinary.

### Responsibilities

The Administrative Assistant will work directly with the bishop to handle scheduling, correspondence, and related items. This remote position will require frequent use of telephone, email, web conferencing, and related technology.

### Skills

- Knowledge of common office procedures;
- proficiency in Microsoft Word, PowerPoint, and Excel;
- high familiarity with Internet navigation and use of virtual communication tools;
- time management skills and ability to prioritize work effort;
- attention to detail and problem-solving skills;
- ability to say "no."

### Qualifications

The right candidate will be a deeply-committed Christian who is gifted in administration and organization, and who desires to use these gifts to the glory of God.

### Education

A high school diploma or equivalent is required. Additional education may be helpful but is not required.

### Experience

Experience in similar work is highly desired.

### Contacts

To inquire for more details, complete this form. To apply, click the *Apply Now* button.

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### Hiring organization

Missionary Diocese of the South and Ozarks

### Job Location

Remote work from: USA

### Employment Type

Part-time, Volunteer

### Date posted

May 31, 2023