



Church of
Confessing
Anglicans
Aotearoa NZ

Position Description

Executive and Administration Assistant

Diocese: CCA is a church seeking to glorify God as the good news of Jesus Christ is declared all around Aotearoa. As this loving message of Jesus' death and resurrection is heard, we long to see all people respond to God's invitation. As we trust in Jesus and are transformed by his Spirit, we expect to see individuals, families, and communities grow in love and peace. Our vision is to see local churches grow and plant new congregations, bringing this message of hope to all.

Our faith is in one God – Father, Son, and Holy Spirit. Our hope is in the only Saviour, Jesus Christ, who died and rose again for us. Our final authority and unchangeable standard for Christian faith and life is the Bible. Our doctrine is expressed in the Apostles, Nicene and Athanasian Creeds, the Book of Common Prayer (1662), the 39 Articles of Religion, and the Ordinal. We accept the Jerusalem Declaration as a contemporary expression of Anglican doctrine and practice.

Overview: The Executive and Administration Assistant role requires a highly organised and adaptable person. Supporting the Bishop, this role plays a crucial part in ensuring seamless administrative operations both in-office and remotely and contributes to the efficient functioning of our diocese.

Key Responsibilities:

- **Communication and Coordination:**
 - Email - manage the Bishop's email and facilitate effective communication from the Bishop's office.
 - Handle other correspondence - messages, phone calls - professionally and with attention to detail.
 - Manage schedules and ensure timely updates and reminders.
 - Assist with the coordination of virtual meetings and document sharing.
- **Administrative Support:**
 - Coordinate meetings, including, agenda creation, location setup and logistics, and minute-taking (as necessary).
 - Draft correspondence, memos, and documents with accuracy and clarity.
 - Assist in preparing presentations and other materials for meetings and events.

- **Document and Expense Management:**
 - Receipts and invoices - prepare and submit accurate expense reports in accordance with diocesan policies.
 - Organise and maintain documents, including notes, talks, and confidential records.
 - Ensure accurate filing systems both electronically and physically, adhering to diocesan policies.
 - Prepare and distribute documents, reports, and presentations as necessary.

- **Travel Coordination and Remote Support:**
 - Expertly manage complex travel itineraries, including flights, accommodations, ground transportation, and visa requirements.
 - Maintain travel-related documents such as passports, visas, and travel insurance.
 - Have familiarity with mobile apps and tools for efficient travel management and communication.
 - Anticipate travel needs and proactively resolve any logistical issues that may arise.

- **Problem-Solving and Initiative:**
 - Demonstrate resourcefulness in resolving work-related challenges and unexpected issues.
 - Proactively anticipate the Bishop's needs and provide support to enhance productivity and efficiency.

Qualifications:

- Exceptional organisational skills and the ability to manage multiple priorities effectively.
- Strong communication skills, both written and verbal, with a professional demeanor.
- Proven experience as an Executive Assistant or similar role, preferably supporting a traveling executive.
- Proficiency in Microsoft Office Suite and Google Workspace.
- Ability to handle confidential information with discretion and maintain high confidentiality.

Work Arrangements

- Permanent part-time position (up to 40% FTE)
- Flexible working hours and location - with some fixed requirements
- Reports to the Bishop of the Diocese
- Overseen by Diocesan Registrar