



CATHOLIC DIOCESE  
of FORT WORTH



# EXECUTIVE ASSISTANT

| August 4, 2023

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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**The Diocese of Ft. Worth** is home to 1.2 million Catholics and is led by **Bishop Michael Olson**. The diocese has responsibilities of many parishes, schools and missions and requires the regular involvement of the Bishop and the Chancery staff.

### Job Summary/Description:

The Executive Assistant to the Bishop plays a crucial role in managing the Bishop's schedule, coordinating pastoral activities, and handling administrative tasks to ensure the smooth functioning of the Bishop's office and the fulfillment of pastoral and administrative responsibilities.

## Principal Accountabilities:

- Manages the Bishop's calendar, schedules appointments, meetings, and events.
- Prepares reports, memos, letters, and other documents using MS Office as needed. This includes documenting and distributing meeting minutes, filing and retrieving Diocese documents, records, and reports, while maintaining strict confidentiality.
- Answers phone calls and directs callers to the appropriate parties or takes detailed messages.
- Develops and maintains a monthly schedule of Masters of Ceremonies for the Bishop's Masses, coordinating with clergy and liturgical teams.
- Plans and organizes the Bishop's participation in significant liturgical events, coordinating with the Liturgy Department and external stakeholders.
- Coordinates the Bishop's pastoral visits to parishes, schools, prisons, and other institutions, ensuring well-organized engagements.
- Assists in planning the Bishop's attendance at conferences, seminars, and meetings, including travel arrangements and materials preparation.
- Coordinates the Bishop's annual travel schedule, including seminary visits, USCCB and TCCB meetings, and conferences.
- Handles incoming communications on behalf of the Bishop, drafts official correspondence, and responds to emails, letters, and phone calls.
- Prepares materials and documents for meetings and records minutes during such events.
- Supports pastoral activities, arranges special services, and ceremonies, and assists with pastoral care initiatives.
- Organizes and coordinates special events involving the Bishop.
- Assists with financial matters including preparing expense reports and processing invoices.
- Collaborates with Chancery administrative staff to ensure cohesive record-keeping practices and information sharing.
- Maintains an archive of official correspondence and organizes diocesan documents and announcements.
- Oversees the Bishop's mail, sorting and prioritizing correspondence for timely attention and response, or delegating it to the appropriate diocesan department or staff for follow-up.
- Assists the Bishop with drafting appropriate responses to various types of mail.
- Assists in paying bills and processing financial transactions related to personal or diocesan matters.
- Pursues issues raised in mail and email correspondence, liaising with relevant parties to address concerns.
- Monitors the Bishop's email account, promptly addressing urgent messages and filtering requests.

- Facilitates requests for Papal Blessings and Papal Audiences.
- Assists the Bishop with minor personal errands.
- Responsible for all other projects, tasks, etc., as assigned.

## Working Conditions & Physical Requirements:

- This position works in a typical office environment but is subject to stress due to the evolving and quickly expanding needs of the Diocese, tight deadlines, and moderate workloads.
- Ability to sit and perform computer work for lengthy periods of time.
- Able to access and maintain centralized departmental files. Involves extending arms and reaching files stored in multiple levels on shelves and climbing up a stepladder to access files.
- Significant amount of time regularly spent answering and speaking on the telephone providing service support and problem solving for both internal and external Laypeople, Clergy, and Religious.
- Data entry via computer keyboard that requires repetitive and frequent hand and wrist movements.
- Ability to lift up to 35 pounds without assistance and up to 60 pounds with assistance.

## Travel Requirements:

- Infrequent travel may be required to Diocesan Parishes and/or schools, along with occasional trips to vendor locations for meetings.

## Education & Experience:

- 2 to 3 years of college required. Bachelor's degree preferred.
- 3 to 5 years of experience as an Executive Assistant to a high-level executive within an organization. Experience within a Catholic Church environment is preferred.
- A strong knowledge of the Catholic faith, certification in a religious studies program or willingness to obtain such a certification is preferred.

## Knowledge & Skills:

- Intermediate to advanced capabilities in Microsoft Office with a heavy emphasis in Excel, PowerPoint, and Word.
- Demonstrated professional written and verbal communication skills.
- Demonstrated analytical and customer service skills and the ability to multi-task.
- An active member in good standing of a Roman Catholic Church with a knowledge of the Catholic Church's organization and functions.
- Bilingual (English/Spanish) preferred.

**Travel:** Infrequent travel may be required to Diocesan Parishes and/or schools, along with occasional trips to vendor locations for meetings.

**Salary:** Compensation exceptional (depending on Qualifications and Experience). This position offers comprehensive benefits and retirement plan. Details available from Human Resources.

**Application Deadline:** October 1, 2023

*(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)*

**For consideration, please email resume to:**

Brent Morton

Vice President

Catholic Recruiter Associates

**[Brent@CatholicRecruiter.com](mailto:Brent@CatholicRecruiter.com)**

**Note:** Only those selected for an interview with the search committee will be contacted.

Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

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