



The Anglican Church of Bermuda

Executive Assistant to the Bishop of Bermuda

The Bishop of Bermuda is seeking an Executive Assistant to provide support to the Diocesan and Cathedral offices. The successful candidate will be required to perform a variety of administrative, strategic and communication duties on behalf of the Bishop, the Diocese of the Anglican Church of Bermuda, the Canon Residentiary of the Cathedral of the Most Holy Trinity and the Anglican Theological Institute of Bermuda. This individual will be a critical member of the Diocesan and Cathedral staff and the first point of contact for the Anglican Church of Bermuda. They will need to be in sympathy with the ethos and ministry of the Anglican Church, supporting the mission of the Church as expressed in The Five Marks of Mission and a worshipping member of a local church. **For a full role description, please contact hr@psolutions.bm or call 232-5270.**

Interested persons should possess the following:

- Associates Degree in office administration or four years relevant experience.
- A warm and welcoming spirit and the ability to demonstrate the utmost level of confidentiality, sensitivity, empathy, and professionalism as befits a Christian environment.
- Ability to interact with persons from diverse backgrounds with pastoral care and sensitivity.
- Strong oral and written communication skills.
- Proficiency in all Microsoft Office applications and social media platforms (Facebook, Twitter, Instagram, YouTube).
- Tech savvy with a willingness to learn new programs and applications as necessary.
- Courses in secretarial skills such as keyboarding, filing and shorthand/minute taking are beneficial.
- Good organisational skills and the ability to work to deadlines.
- The ability to use initiative.

The working hours of the position will be 35 hours per week, divided between the Diocesan Office and the Cathedral at the direction of the Bishop and the Canon, with 4 hours per week to be dedicated to the Anglican Theological Institute. There is a requirement to work 2-3 Saturday mornings per year, related to Synod business, together with the occasional evening meeting, all of which will be paid as overtime. If you are interested in this opportunity and meet the above requirements, please submit a cover letter and resume complete with two references, no later than **January 31st, 2023**. **Shortlisted candidates may be asked to complete a skills assessment and thorough background checks will be completed.** Applications may be submitted via Bamboo link <https://performancesolutions.bamboohr.com/careers/28?source=aWO9MjM%3D>