DIOCESE OF HAMILTON

www.hamiltondiocese.com

Job Title:	Executive Assistant to the Bishop
Department:	Office of the Bishop
Date:	December 2026
Hours:	32 hours/week (Monday to Thursday 9am to 4:30pm and Friday 9am to 1pm)
Vacancy:	Filling an existing role
Salary:	$65,000 - $75,000

The Office of the Bishop with the Diocese of Hamilton is looking for a fulltime Executive Assistant to the Bishop. Reporting to the Bishop of Hamilton, this position offers a competitive rate of pay and benefits/pension package, which includes:

- Extended Health/Dental Coverage
- Vacation Days
- Paid Sick Days
- Matching Defined Contribution Pension Plan

Key Responsibilities:

- Welcome visitors to the Bishop's office in a professional and hospitable manner, ensuring their comfort and coordinating meeting arrangements, including refreshments or meals, as required.
- Screen, manage, and direct incoming telephone calls to the Bishop's Office.
- Review and prioritize incoming emails and correspondence, coordinating with the Bishop to determine appropriate follow-up actions.
- Prepare, type, format, and print confidential documents and other sensitive materials with a high degree of discretion.
- Coordinate appointments, invitations, reservations, and travel arrangements, ensuring accuracy and attention to detail.
- Maintain and manage the Bishop's calendar, including scheduling meetings and appointments.
- Communicate and liaise with parishes, internal departments, and external contacts to relay messages, share information, and facilitate effective communication.
- Maintain and organize electronic and physical filing systems for the Bishop's Office, ensuring records are accurate, current, and confidential.
- Monitor office supplies, place orders as needed, and ensure the office remains adequately stocked.

- Coordinate special events and assignments, including group luncheons and dinners, and liaise with hotels, caterers, and other service providers regarding meeting rooms, catering, and related arrangements.
- Prepare and distribute agendas and related materials for Episcopal Board meetings.
- Develop and maintain the annual Episcopal Board meeting schedule, making updates and adjustments as required.
- Perform other related duties and special projects assigned.

Qualifications:

- Minimum 10–15 years of experience in a senior administrative support role, preferably in a religious setting.
- Full communion with and a strong understanding of the Roman Catholic faith.
- Excellent written and verbal English communication skills, with exceptional attention to detail.
- Advanced proficiency in Microsoft Office, particularly Word, Excel, and Outlook.
- Exceptional organizational, planning, and time-management skills, with the ability to prioritize competing demands in a fast-paced environment.
- Strong interpersonal, diplomatic, and professional communication skills when interacting with clergy, staff, visitors, and senior-level individuals.
- Demonstrated discretion, sound judgment, and a strong commitment to confidentiality.
- Ability to work independently, anticipate needs, exercise initiative, and solve problems effectively.
- Adaptable, composed under pressure, and committed to continuous learning and professional development.
- Ability to represent the Office of the Bishop with professionalism, discretion, and a spirit of service.
- Previous employment or volunteer experience within the Catholic Church is considered an asset.
- A satisfactory criminal background check will be required for the successful candidate.

We thank all candidates for their interest, however, only those selected for an interview will be contacted.

The Diocese of Hamilton is an equal opportunity employer and is committed to fostering an inclusive and accessible work environment. If you are contacted for an interview and require accommodation, please inform the Human Resources Manager.