

# ROMAN CATHOLIC DIOCESE OF NELSON

## Executive Assistant

The Diocesan Office, situated in Kelowna, BC, is seeking a professional **Executive Assistant** to provide exceptional administrative support to the Bishop in a professional, courteous and efficient manner.

Located in the beautiful Okanagan and Kootenay regions of British Columbia, the **Roman Catholic Diocese of Nelson** ministers to approximately 78,000 Catholics through 31 parishes and 10 mission parishes.

Reporting to the Bishop, the Executive Assistant maintains positive, open communication with staff, parishioners, parishes, schools, community members and service providers. Outstanding customer service skills are required to excel in this position. Additionally, the candidate has:

- Minimum of 5 years' experience as an administrative assistant, preferably at the executive level
- Excellent organizational, interpersonal and communication skills
- Sound knowledge of the Catholic Faith with demonstrated respectful and pastoral sensitivity to Catholic beliefs and practices
- Ability to maintain a high level of confidentiality, discretion and compassion
- Strong organizational skills that reflect an ability to prioritize and perform multiple tasks with an excellent attention to detail
- Solid computer skills including Microsoft Office and utilization of social media platforms
- Knowledge of website maintenance and Adobe Photoshop considered an asset
- Professional demeanor and attire
- Ability to represent the Diocese of Nelson professionally in all circumstances

Interested applicants are invited to submit a cover letter, **resume and 3 reference letters, including pastor reference, to [info@nelsondiocese.org](mailto:info@nelsondiocese.org) by May 30, 2023. Electronic submissions only please.**

All things being equal, active members of the Roman Catholic Church will be given preference. We thank all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.