



Diocese of Southern Ohio

Position Title	Assistant for Governance & Ministry		
Department	Communications & Governance		
Location	Diocesan Office in Cincinnati, some remote work possible		
Date Reviewed	March 2026	Status & Salary	Exempt Part-time (25 hours/week) with Medical, Dental, Vision, STD/LTD \$38-42,000, depending on experience
Reporting Relationships	Direct: Canon for Communications & Governance		Indirect: Canon for Ministries
Supervises	N/A		
Diocesan Background	<p>The Episcopal Diocese of Southern Ohio is a network of 70 congregations spanning the southern half of the state—from the major metropolitan centers of Cincinnati, Columbus, and Dayton to rural farmland in the west and the hills of Appalachia in the east. The diocesan seat is in downtown Cincinnati, where Christ Church Cathedral and the diocesan offices share a city block. Beyond its congregations, the diocese supports a wide range of ministries that extend its mission across the region.</p>		
Job Summary	<p>The Assistant for Governance and Ministry provides essential and high-level support for carrying out the ministries of two departments of the diocesan staff: the Communications & Governance Team and the Ministry Team. They provide direct administrative support to the Canon for Communications & Governance and Canon for Ministry, with certain responsibilities for programs and initiatives across both teams. The assistant is primarily supervised by the Canon for Communications & Governance and serves on the Communications Team of the diocese.</p>		

**Essential
Functions and
Responsibilities**

Administration for the Canon for Communications & Governance

- Prepare credit card reports with receipts
- Prepare mileage reimbursement reports
- Prepare correspondences as requested
- Manage invoices and payments
- Arrange for travel logistics as requested
- Order office supplies as requested

Administration for the Canon for Ministries

- Prepare credit card reports with receipts
- Prepare mileage reimbursement reports
- Prepare correspondences as requested
- Arrange for travel logistics as requested
- Order office supplies as requested

Support for Communications

- On occasion, provide assistance for printing and mailing projects
- On occasion, provide logistical support for diocesan-wide events, working collaboratively with the Canon for Community Engagement
- Manage the email signature system and respond to update requests from staff

Support for Governance

- Coordinate scheduling, logistics, and hospitality for meetings of governance bodies, as requested.
- Maintain online files and file access for governing bodies, respond to requests for technical support.
- Manage correspondence and confirmations for the bishop's annual appointments in collaboration with the Canon for Communications and Governance.
- Support logistics for the Committee on Dispatch and general support

	<p>for the planning and execution of the annual diocesan convention.</p> <ul style="list-style-type: none"> ● Support logistics for the diocesan deputation to General Convention, including registration, hotel bookings, and administration of the per diem policy and reimbursement process. ● Serve as the recording secretary for the Diocesan Trustees. In the first year, the assistant will mentor under the current secretary. <p>Support for the Ministry Team</p> <ul style="list-style-type: none"> ● Support committee logistics and manage correspondence for the Faith in Life granting program in collaboration with the Missioner for Beloved Community. ● Maintain and respond to applications for lay licensing as directed by the Canon for Ministries and in collaboration with the Data and Information Manager. ● Maintain and respond to Professional Development Grant applications in collaboration with the Canon for Ministries and the Senior Staff. ● Provide administrative support for the Deacon School, as directed by the Canon for Ministries. ● Provide administrative support for the Preaching Program and other lay licensing training and lay licensed ministry certifications, as directed by the Canon for Ministries. <p>All other duties as assigned.</p>
<p>Qualifications</p>	<ul style="list-style-type: none"> ● Bachelor’s degree is preferred, but equivalent experience will be considered. ● At least five years of experience in administration or executive support. ● Demonstrated ability to hold confidential the sensitive information and meetings that take place with the diocesan staff. ● Proven ability to manage multiple projects at the same time, set priorities, and meet deadlines. ● Ability to establish and maintain good working relationships with colleagues.

<p>Essential Skills</p>	<p>General office software and technology</p> <ul style="list-style-type: none"> ● Google Suite, specifically Drive, Docs, Sheets, Gmail, and Calendar ● Web based communication and project software, specifically Slack, Monday.com, and database software (Shelby Arena, soon to be replaced with ACS Realm) ● Multiple range of OS knowledge specifically, Windows, macOS, etc. ● Zoom platform, including scheduling of meetings
<p>Core Competencies</p>	<p>Personal Competencies</p> <p>Attention to Detail Consistently attends to the many small pieces that must be assembled into an organized whole; follows up on missing or unbalanced items; resolves unanswered questions necessary to address a challenge or problem; keeps the larger picture in mind while tending carefully to the smallest details.</p> <p>Communication Skills Demonstrates excellent written and verbal communication skills; delivers clear, articulate, professional, and contextually appropriate messages; communicates effectively across cultures, ethnicities, languages, and different orders within the church; attends carefully to tone, clarity, and detail.</p> <p>Informing Others Provides the information people need to know to do their jobs well; helps people understand the information and knowledge and its relevance to the task at hand; is timely and transparent in the sharing of information.</p> <p>Integrity and Trust Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidence; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.</p> <p>Mission Ownership Demonstrates understanding and full support of the mission, vision, values and beliefs of the organization; can demonstrate those values to others; consistently behaves in a manner consistent with the mission, vision, values and beliefs.</p> <p>Technical Expertise Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to</p>

	<p>develop those skills; continually works toward the mastery of technical proficiency.</p> <p>Time Management Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates effort on the most important priorities; can appropriately balance priorities; maintains appropriate boundaries around rest and sabbath.</p> <p>Organizational Competencies</p> <p>Organizational Knowledge Knowledgeable about how congregational communication, decision making and leadership works; knows how to get things done through formal and informal decision-making channels; can maneuver through charged political situations effectively and quietly; anticipates organizational barriers and plans his/her approach accordingly.</p> <p>Priority Setting Spends his/her time and directs the time of others to what is important; quickly zones in on the critical issue and ignores or minimizes distractions; can sense what will help or hinder accomplishing a goal; eliminates roadblocks; demonstrates focus.</p> <p>Project Management Identifies the key objectives and scope of a proposed project; garners needed resources and project support, develops a realistic and thorough plan for achieving key objectives, keeps team members briefed on progress, implements action plans, communicates progress to sponsors, identifies and resolves barriers and problems.</p>
<p>Working Relationships</p>	<p>The assistant’s primary reporting relationship is with the Canon for Communications and Governance, who is responsible for maintaining regular 1:1s, quarterly reviews, and an annual review. The Canon for Ministries is a secondary reporting relationship who may participate in 1:1s and will have input on the quarterly and annual reviews.</p> <p>The assistant engages with diocesan staff and the wider community in the following ways:</p> <ul style="list-style-type: none"> - As a member of the Communications & Governance Team, participating in biweekly team meetings led by the Canon for Communications & Governance - As a member of the diocesan staff, participating in biweekly All Staff meetings, an annual retreat, and regional Staff Days

	<ul style="list-style-type: none"> - As a member of the Administrative Team, participating in weekly team meetings led by the bishop’s Executive Assistant <p>The assistant offers kind, clear, consistent, and professional support that demonstrates interest, skill, and collaboration within the team environment and a commitment to group goals and diocesan mission and priorities.</p>
<p>Physical Requirements/ Work Environment</p>	<p>Physical Requirements The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.</p> <p>Work Environment This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.</p> <p>Work Schedule The Assistant will work remotely and from the diocesan offices in downtown Cincinnati. This is a part-time position. Normal work schedule is 25 hours a week on a schedule to be determined with the supervisor. During peak seasons, hours may increase with prior authorization.</p> <p>In addition to regular work days, the Assistant would participate in the annual staff retreat, diocesan convention, and certain diocesan events.</p> <p>TRAVEL REQUIRED Some in-state travel is expected for this position.</p> <p>ACCOMODATIONS Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.</p>
<p>To Apply</p>	<p>Email resume, cover letter, and references to Canon Katie Forsyth at kforsyth@diosohio.org.</p>