



POSITION TITLE

Accountable to: Supervisor's Title

Full-time, Exempt position (Fair Labor Standards Act classification)

POSITION SUMMARY: Two to three sentences that articulate why the position exists and the primary focus and outcomes of the position

Essential Tasks (list 4-6): The “big buckets” of your work, linked to the reasons the position exists. It may be helpful to generate a list of all the tasks and responsibilities of your job, then group them by area of work.

Other Responsibilities

- Attend regular staff and team meetings
- Actively participate in staff retreats
- Support special events such as Diocesan Convention and large retreats

202x Goal: List one goal not part of day-to-day responsibilities that helps further Strategic Plan implementation and/or enhance service. This will be part of the performance conversation at the end of the period.

JOB REQUIREMENTS

Core Competencies Examples:

- Spiritual and Personal Maturity
- Strategic Thinker
- Adaptability and Flexibility in Problem Solving
- Technical expertise
- Attention to Details

Qualifications

- Education and/or training
- Certifications
- Length and type of related experience
- Demonstrated knowledge (ex: systems, theology, software)
- Abilities (ex: how knowledge is put into practice; ex: generate reports, create content, facilitate groups)
- Skills: ex: fluently speak and write Spanish, articulate policy understandably, explain technical information

- Availability for evening and weekend meetings. Post Covid-19 restrictions, ability to travel to parish locations using personal transportation.

Work Environment

Church House is a century-old former residence with stairs and no elevator. Located on the grounds of Washington National Cathedral, it is subject to student, visitor, automobile and maintenance equipment noise. Church House is a dog-friendly workplace.

Physical Requirements (examples)

Ability to speak in person and via telephone, tablet or computer. Ability to lift up to 10 pounds (office supplies, meeting supplies). Ability to navigate stairs to use office equipment. Ability to use phone, tablet and computer keyboards. Ability to speak in public settings so that speech is audible and comprehensible.

The Episcopal Diocese of Washington is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.