



THE BASILICA OF SAINT MARY

Position Description

Senior Executive Assistant to the Pastor

Date: May 5, 2026
Department: Office of the Pastor/ Parish Operations
Supervisor: Pastor, The Basilica of Saint Mary
Status: Full-Time, Exempt
Hours/ Schedule: 40 hours per week; Monday–Friday with occasional evenings or weekends as required by pastoral responsibilities

PURPOSE OF POSITION

The Executive Assistant to the Pastor provides high-level administrative, organizational, and logistical support to the Pastor of The Basilica of Saint Mary. This role ensures the effective management of scheduling, communications, preparation, and follow-through related to pastor-directed priorities, enabling the Pastor to focus on pastoral, sacramental, and liturgical leadership, parish engagement, and ministry priorities. The position requires sound judgment, discretion, exceptional attention to detail, and the ability to work calmly and effectively in a complex parish environment.

SCOPE OF POSITION

The Executive Assistant serves in a high trust support role to the Pastor, working closely with parish leadership, staff, volunteers, parishioners, and select external partners as needed. This role carries no supervisory authority and operates in a support capacity to the Pastor rather than as a representative or liaison to ministry or departmental leadership. The role supports pastor-related activities connected to both The Basilica of Saint Mary and The Basilica Landmark.

POSITION QUALIFICATIONS

Knowledge Skills and Abilities

- Bachelor's degree preferred, or equivalent combination of education and experience
- Three or more years of progressively responsible experience providing executive-level administrative support to a senior leader in a complex organizational environment
- Experience in a nonprofit, faith based, higher education, or similarly mission-driven organization preferred
- Exceptional organizational skills with a high degree of accuracy, attention to detail, and follow-through
- Demonstrated ability to exercise sound judgment, discretion, and professionalism, particularly with sensitive or confidential matters
- Calm, steady, and approachable presence; easy to work with in a collaborative parish setting
- Represents the Pastor's office with warmth, professionalism, and hospitality toward parishioners, visitors, and partners

- Strong written and verbal communication skills
- Ability to anticipate needs, manage competing priorities, and adapt to changing demands
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint) and related scheduling and document management tools

Physical Demands

- Ability to sit for extended periods and work at a computer
- Ability to move throughout campus buildings and access various work areas across multiple floors
- Ability to lift or carry materials up to 15 pounds occasionally

Mental Demands

- Ability to work independently with minimal supervision
- Ability to manage multiple priorities in a fast-paced environment
- Ability to maintain focus, accuracy, and composure under time pressure

PRIMARY FUNCTIONS AND MAJOR ACTIVITIES

Pastor Support and Coordination

- Provides high-level administrative support to the Pastor, including advanced calendar management, scheduling, correspondence coordination, and preparation for meetings and engagements
- Anticipates needs, tracks commitments, and supports timely follow-through on pastor-directed priorities
- Exercises judgment in prioritizing requests and communications, elevating time-sensitive or high-impact matters as appropriate

Meeting and Leadership Support

- Prepares materials and provides coordination support for pastor-related meetings, leadership gatherings, and governance meetings, as requested
- Assists Operations and Finance staff with scheduling and preparation for Finance Council meetings, as needed

Liturgical and Event-Related Logistics

- Coordinates pastor-related scheduling and logistical needs for major liturgical celebrations, in collaboration with the Liturgy team, as appropriate
- Provides administrative and logistical support for staff meetings and leadership gatherings, including room scheduling, space setup, hospitality coordination, announcements, and materials preparation

Landmark Coordination

- Supports pastor-related coordination and logistics connected to The Basilica Landmark, including scheduling and preparation of materials.

Travel and Engagement Support

- Coordinates travel and meeting logistics for the Pastor, as needed, including itineraries, reservations, and related documentation

Office and Administrative Support

- Maintains organized records, files, and documentation related to the Pastor's Office
- Handles sensitive and confidential information with discretion, professionalism, and care
- Performs related administrative and coordination duties as assigned by the Pastor

Exempt: Be ready to work and complete all assigned responsibilities and accept additional responsibilities identified (as needed) by your supervisor.

Compensation and Benefits

The salary range for this position is \$70,000 - \$80,000 annually. All full-time employees of The Basilica of Saint Mary receive access to the following benefits: medical/dental/vision insurance, FSA & HSA plans, paid time off, sick leave, paid holidays, floating holidays, parental leave, 403b, 403b matching up to 3%, life insurance, employee assistance program (EAP), short-term disability, long-term disability, and other supplemental insurance options.

Designation of Essential Functions

Employment in and by the Church is substantially different from secular employment. Church employees/volunteers must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. This position does not require that the employee/volunteer be a Catholic. However, as a parish community rooted in the teachings of the Catholic Church, employees/volunteers are expected to be knowledgeable of core tenets and respectful of the mission, purpose, and teachings of the Catholic faith.

HOW TO APPLY: Please send your resume to Taylor Liles, tliles@mary.org. Cover letters are encouraged but not required for consideration.