

Job Posting: Assistant to the CEO

About Divine Renovation

Bringing hope to priests, life to parishes, and people to Jesus | At Divine Renovation, we provide coaching and tools to help parishes escape maintenance mode, reclaim their purpose and get back on track for mission. Through our coaching, events, and resources, we accompany priests and parish leaders globally – with incorporated offices in Canada (Global office), the US, the UK, Australasia, and Deutschland.

About the Role

The Assistant to the CEO provides comprehensive administrative and organizational support to ensure the CEO's day-to-day activities run smoothly and efficiently. The role is responsible for managing the CEO's schedule, coordinating meetings and travel, preparing materials, handling correspondence, and maintaining accurate records.

Working in close partnership with the wider team, the Assistant ensures strong organization, clear communication, and reliable follow-through across the logistical and administrative aspects of the CEO's work. This role requires discretion, attention to detail, and the ability to prioritize effectively in a fast-moving environment.

Key Responsibilities:

- Manage the CEO's calendar, including scheduling, prioritizing, and coordinating meetings with members of the ministry leadership team and key external stakeholders.
- Manage incoming and outgoing correspondence on behalf of the CEO, ensuring timely and professional responses.
- Capture meeting notes, track decisions, and follow up on agreed action items to ensure completion.
- Draft, format, and manage documents, spreadsheets, proposals and presentations as required.
- Plan, arrange and coordinate travel, itineraries and logistics.
- Support the planning and delivery of CEO-related events and engagements.
- Enter and maintain accurate records of donor engagement and CEO activities in Salesforce (CRM).
- Serve as a point of contact for partners, including priests, bishops, parish leaders, board members, donors and supporters.
- Organize and maintain electronic files and records for the CEO's office.
- Conduct background research and prepare briefing materials as required.
- Provide general administrative support and undertake other duties as reasonably required.
- Triage requests and manage competing priorities to protect the CEO's time and focus.
- Handle sensitive and confidential information with discretion and professionalism.
- Identify opportunities to improve administrative systems and workflows to increase efficiency.
- Coordinate regularly with the Chief of Staff to align priorities, share updates, and ensure seamless administrative support to the CEO.
- Manage and coordinate the internal staff schedule for leading weekly prayer, weekly mass, and staff connect events, ensuring appropriate coverage.



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- Prepare and submit monthly expense reports for the CEO and Chair of the Global Board, ensuring accuracy and timeliness.

Qualities and Key Attributes:

- A deep understanding of the Catholic Church and the mission of Divine Renovation Ministry, and the strength of character to represent the Ministry in his/her community
- Must reside in or operate within the Pacific Time Zone
- Strong interpersonal skills and the ability to build effective relationships with stakeholders, including colleagues, board members, external partners, donors, and parish and diocesan leaders
- Excellent written and verbal communication skills
- Productivity in a remote-work context
- Enthusiasm for learning new things and flexibility in a rapidly changing environment
- Excellent organizational skills
- Discipline when setting and achieving goals
- Flexibility when priorities shift
- Ability to work effectively within a team and to receive direction and feedback with openness
- Skill in engaged listening
- Discretion when dealing with confidential information
- Solid judgment
- Ability to work with Macs, PCs, Google, and new technology
- Experience with a relationship management tool (such as Salesforce), project management software and Microsoft products
- Willing and able to work overtime as needed, with flexibility to adjust schedule when required.

How to Apply:

Please send your resume/CV and cover letter to Delrina Watson (Human Resources) at Delrina.Watson@divinerenovation.org by Sunday, April 5, 2026.