

Ministry Support Manager

Location: Wilmington, DE | **Job Type:** Full-Time

About the Role

The Episcopal Church in Delaware seeks an organized, service-oriented Ministry Support Manager to serve as a key operational and administrative resource for the Diocese's ministries, clergy, congregations, and leaders. This role helps diocesan programs, events, cross-functional communications, technology systems, and office operations run smoothly and effectively.

This is an excellent opportunity for someone who enjoys helping others, managing details, solving problems, and contributing to meaningful work in a collaborative, mission-driven environment.

Key Responsibilities

- Administrative support to diocesan leadership, ministry teams, and governance groups
- Manage and update essential diocesan databases, files, and records
- Liaise with IT providers and other related partners
- Coordinate events, meetings, and training programs
- Oversee daily office operations and vendor relationships with grace-filled hospitality

Required Skills

- Strong organizational and time-management skills
- Strong written and verbal communication skills
- Ability to manage multiple priorities with attention to detail
- Professionalism, discretion, and the ability to maintain confidentiality
- Proficiency with Microsoft 365, Zoom, Adobe, and database systems

Preferred Qualifications

- 3+ years of administrative, office management, or executive-level support experience
- Experience in a nonprofit, mission-driven organization is a plus

How to Apply

Please submit a resume and cover letter at

<https://www.indeed.com/job/ministry-support-manager-fa631c499dfe7bb6>

or INDEED | Ministry Support Manager