

EAST OHIO CONFERENCE OF THE UNITED METHODIST CHURCH  
CONFERENCE COUNCIL ON MINISTRIES

**Job Positions Available**

1. Administrative Assistant for Director of Connectional Ministries
2. Administrative Assistant for Directors of Congregational & Multicultural Vitality

**TITLE:** Administrative Assistant supporting Connectional Ministries, Board of Laity & Board of Missions  
**CLASSIFICATION:** Non-Exempt Hourly, Full-Time (35 hours) with benefits  
**REPORTS TO & SUPERVISED BY:** Director of Connectional Ministries

**TITLE:** Administrative Assistant supporting Congregational & Multicultural Vitality  
**CLASSIFICATION:** Non-Exempt Hourly, Full-Time (35 hours) with benefits  
**REPORTS TO:** Director of Congregational Vitality and Director of Multicultural Vitality  
**SUPERVISED BY:** Director of Connectional Ministries

**Summary / Objective**

The Administrative Assistant is responsible for coordinating and organizing administrative, accounting, and clerical tasks as well as communications, events, and the work of committees, boards, and groups related to their areas of responsibility. Must be capable of exercising initiative and be motivated for excellence. This position is a representative of The United Methodist Church.

**Essential Functions**

1. Support and encourage the mission of the East Ohio Conference of The United Methodist Church to make and mature disciples of Jesus Christ, seeking transformation and changed lives
2. Foster clergy and local church health and vitality through resourcing and support
3. Support and equip the work of the directors, the Council On Ministries, and the East Ohio Conference where needed
4. Become familiar with the structure, language, polity, and processes of the East Ohio Conference

**Character**

1. Ability to maintain confidentiality, professional conduct, and interpersonal relationships with others
2. Exhibit values and character compatible with the Social Principles of The United Methodist Church
3. Desire to learn and flexibility regarding areas of responsibility

**Specific Duties**

1. Coordinate communications with a complex network of staff, 10 district offices, more than 700 churches, boards, committees, and the general public by phone, e-mail, social media, and in person
2. Provide support and organization for events including but not limited to registration, publicity, flyers and meal planning. This may require occasional travel including overnight, weekend or evening responsibilities.
3. Process invoices, prepare check requests, reconcile accounting reports, and monitor budgets
4. Create and maintain files physically and electronically
5. Research internet, social media, demographic and statistical information

**Education, Experience and Competencies Required**

1. High school degree or equivalent
2. Minimum of five years of experience performing duties of a like-nature to the position described
3. Highly competent on computer (Microsoft Office), internet, accounting records, and office equipment & procedures
4. Highly competent in use of language, spelling, basic math and grammatical skills
5. Ability to function independently when directors are not in the office
6. Ability to gather and organize information from a variety of sources

**Work Environment and Travel Demands**

This position's function and duties are primarily performed in a professional office environment, however, some events may require travel to and the ability to function in church buildings and other public locations. The role requires the use of computers, common office equipment, filing, and light lifting. This position is largely sedentary.

**Applicants** must email a letter of interest and current resume to [scourt@eocumc.com](mailto:scourt@eocumc.com) by November 1, 2017.

We anticipate employment beginning in November.

Please note that this position description is not designed to cover or contain a comprehensive listing of activities, responsibilities or duties that are required of the employee for this position. These may change at any time with or without notice.