

DISTRICT Administrator
40 hour/week position starting August, 2017

Schedule:

Office hours will be Monday – Friday with some events

Desk Duties:

- Retrieve and respond to phone messages and answer calls during office hours
- Maintain current email distribution lists for district committees, newsletters, and other promotions
- Reply to or forward e-mail messages via Outlook
- Track DS schedules and appointments via Google calendar
- Facilitate contact with District Superintendent (DS)
- Maintain files for the District
- Act as liaison between DS and district leadership, church staff, laity, and general public

E-Communications for Each District:

- Publish E-Newsletter 1-3 times a month
- Edit lead column provided by DS or Lay Leader
- Assemble event and training notices from various sources, with links to full information and registration when possible
- Other content as directed

Maintain District Online presence:

- Cross-publish newsletter content on PNW website, Facebook, etc.
- Update home page with current newsletter content
- Post time-sensitive materials (such as charge conference packet) and remove outdated information
- Maintain and update long-term material (forms, documents, etc)

Event planning, promotion and registration:

- Creating and promoting publicity for events
- Creating, gathering, and tracking required forms
- Setting up and monitoring registrations for clergy events and meetings
- Plan for presenter's needs, including but not limited to- A/V needs, housing logistics, catering services for meals, registration at the event, etc.
- Occasional hospitality and logistic for local gatherings

Data and contacts management:

- Collect local church leader contact information
- Data entry for EZRA (online database) and Shelby (internal database) systems
- Coordinate data entry with conference office to minimize double entry of information
- Maintain current local church, candidacy and clergy supervisory files-electronically
- Enter archive files into digital document system
- Track receipt of mandatory reports from clergy and churches
- Maintain Healthy Boundaries & Cultural Competency training records for appointed clergy

Finances:

- Receive and submit paperwork for check requests and reimbursements
- Coding professional expenses and budgeting

General Duties

- Clergy background checks as needed
- Maintain inventory of office supplies, shop/order as needed
- Keep and develop efficient records for personal comp time, sick leave and vacation days
- Other duties as assigned