

DISTRICT ADMINISTRATIVE and COMMUNICATIONS ASSISTANT  
40 hour/week position starting March, 2018

Schedule:

Office hours will be Monday –Friday with some Saturday events

Desk Duties:

Retrieve and respond to phone messages and answer calls during office hours; forward phone when away

Maintain current email distribution lists for pastors, churches and district committees

Reply to or forward e-mail messages via Outlook

Track DS schedules and appointments via web-accessible calendar

Facilitate immediate contact with District Superintendent (DS) when urgent

Maintain Files for the District Committee on Ministry minutes and candidate files

Act as liaison between DS and church staff & laity, conference and other district leadership

E-Communications for Each (3) District:

Publish E-Newsletter 1-3 times a month

- 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

Set up and maintain District Facebook pages

- Cross-publish newsletter content
- Set-up website with assistance from conference staff
- 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- Post time-sensitive materials (such as charge conference packet) and remove outdated information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

Publicity for events via above communications links

- Charge conference (and SPRC packets)
- Leadership training and other district events
- Clergy events and meetings

Set up online registration for District events as needed

Plan for presenters, A/V needs, logistics, in person registration at the event, meals, etc. associated with a training event

Provide paper materials or offline registration by request only

Occasional Hospitality for 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 & Ezra to minimize double entry of information

Maintain up-to-date e-mail lists for Outlook & Constant Contact using Ezra data, interface with conference staff to coordinate and develop efficient sharing of contact data across various lists.

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

Salary and officer notebooks

Interface with Benefits Officer and Bishop's office during appointment changes

Maintain Healthy Boundaries & Cultural Competency training records for appointed clergy for the quadrennium

Finances

Receive and submit paperwork for checks to be written

Assemble records for annual audit

Work with District Builder's Club Chairpersons and administer appeals

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  
Assistance at events outside office hours will be made up with comp time  
Other duties as assigned

***District Service Center of The United Methodist Church – District Administrator***

*40 hours/week, compensation DOE*

*The District Service Center (located in Des Moines, WA) serves 240+ United Methodist congregations in the Washington and Northern Idaho area with 3.0 FTE. The Director of Administrative Services and District Superintendents are seeking highly organized and self motivated Administrator for duties including:*

- *E-mail, web and social media communications with churches and individuals*
- *Data and contact list management*
- *Event and meeting planning*
- *Maintenance of mainly electronic and some paper files*
- *Reception and phone duties*
- *Record and distribute meeting minutes as requested*

*Apply by March 1<sup>st</sup> with cover letter and resume to: [Bhenshaw@pnwumc.org](mailto:Bhenshaw@pnwumc.org)*

*Resume should be in PDF format named: last name, first name, - resume – 2018date*

*Detailed job description available on request.*