

## **DISTRICT SERVICE CENTER: ADMINISTRATIVE ASSISTANT**

40 hour/week position starting August, 2014

### **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  
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

### **E-Communications for Each (3) District:**

Publish E-Newsletter 2-3 times a month

- o Lead column provided by DS or Lay Leader
- o Assemble event and training notices from various sources, with links to full information and registration when possible
- o Other content as directed

Set up and maintain District Facebook pages

- o Cross-publish newsletter content

Set up and maintain District websites

- o Set-up website with assistance from conference staff
- o Update home page with current newsletter content
- o Post time-sensitive materials (such as charge conference packet) and remove outdated information
- o Maintain and update long-term material (forms, documents, etc)

### **Event planning, promotion and registration**

Publicity for events via above communications links

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

Set up online registration for District events as needed

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 in office

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

### **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

*Apply by July 24th with cover letter and resume to Brant Henshaw: [bhenshaw@pnwumc.org](mailto:bhenshaw@pnwumc.org)*