

## **Job Description: Administrative Assistant to the Executive Director of Connectional Ministries**

The Pacific Northwest Conference (PNW Conference) of The United Methodist Church announces a search and invites inquiries and applications for an Administrative Assistant position. The PNW Conference is an Equal Opportunity Employer and actively seeks and encourages applications from minorities, women, and individuals with disabilities. All offers of employment are subject to the completion of background, reference, and other applicable checks.

Located in Des Moines, Washington, our (PNW conference) regional office provides space for our staff to support the mission and vision of the conference. The PNW Conference is called to be a community, diverse and united in God's saving love, sent out in vital life-giving ministry for and with Jesus Christ.

The strategy of the PNW Annual Conference is to fulfill the purpose and move toward our vision. The Annual Conference will provide lay and clergy transformational leadership for vital ministry.

The PNW Conference seeks a highly-skilled Administrative Assistant to support the work of the Executive Director of Connectional Ministries. The ideal candidate will effectively execute plans with keen attention to detail, accuracy, and timing and will have proven experience handling a wide range of administrative and executive support-related duties. The Administrative Assistant must be exceedingly well-organized and flexible and should enjoy the organizational challenges of supporting an office of diverse people and programs within a fast-paced environment.

The Administrative Assistant will have the ability to work independently on projects, work with and support Program Directors from conception to completion and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. The preferred candidate must be an articulate and effective communicator and partner with many persons across the organization.

With many of our shared projects organized out of the office in Des Moines, candidates for the administrative assistant position should be able to work from that location at least two days a week. The ability to work remotely is a possibility upon approval of the direct supervisor but should not be an expectation for this position. The standard workweek is Monday to Friday, 8 a.m. to 5 p.m., with some flexibility to accommodate commutes and other responsibilities. This position will require compensated participation in occasional events outside of these times, including regional travel.

### **Key Responsibilities:**

- Provides administrative support to the Executive Director of Connectional Ministries and the Office of Connectional Ministries, handling inquiries, maintaining the calendar, prioritizing, delegating work, and performing general administrative office tasks. Proven computer skills, including proficiency with Microsoft applications, are necessary. Familiarity with the Adobe Creative Suite, database management, other software and websites is highly desirable.
- Prepares complex written communications and provides verbal communication from the Office of Connectional Ministries. Converts written or spoken information to the staff, constituents, and others as needed.
- Develops, implements, and maintains comprehensive board and committee communications. Plan and coordinate meeting logistics, communications, and staff/member relations.
- Produces general correspondence reports and presentations. May create documents, take minutes at meetings, and plan and distribute agendas, notices, and memos. Develops proper formats and checks for grammar, punctuation, spelling and formatting.

The Pacific Northwest Conference of The United Methodist Church

- Coordinates, edits, and produces the pre-conference handbook and annual conference journal in active collaboration with the conference secretary, the Executive Director of Connectional Ministries, the Director of Communications, and other key conference leaders. This task requires experience with or the ability to quickly learn desktop publishing tools and processes, in addition to the ability to track a complex project over time.
- Provides front office backup and support and performs other duties as assigned.

**Qualifications:**

- Four years of administrative support experience.
- Bachelor's degree is preferred.
- Excellent interpersonal skills, including resolving problems, managing projects, and achieving appropriate solutions. Exceptional written and oral communication skills.
- Ability to handle a variety of key initiatives concurrently.
- Strong commitment to working with diverse teams. Second or third language skill is a plus.
- Excellent computer literacy is required. Experience communicating and supporting in a remote work environment is a plus.
- Previous experience using Microsoft Office products is required.
- Familiarity with Adobe Creative Suite or other professional publishing platforms preferred.

The Pacific Northwest Conference of The United Methodist Church has taken several steps throughout the COVID-19 pandemic to protect its employees, also directing its local churches and ministries to practice caution. At the time of employment, the office may have several precautions depending on the prevalence of COVID-19 in our area. Prospective employees may be required to wear a mask, practice social distancing, be fully vaccinated or with reasonable accommodation, and may be allowed to work remotely when COVID-19 cases are at elevated levels.

The position is full-time exempt with benefits that include health insurance (medical, dental, and vision), life and disability insurance, employer contribution to a 403 (b) retirement plan, wellness plan and incentives, and paid holidays. Salary DOE.

Interested persons should send an application letter and résumé by February 15, 2022, to Rev. David Valera, Executive Director of Connectional Ministries at: [jobs@greaternw.org](mailto:jobs@greaternw.org)