

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

Job Position Available

Administrative Assistant to the Director of Connectional Ministries

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Summary / Objective

The Administrative Assistant reports to and is responsible for supporting the Director of Connectional Ministries in fulfilling the mission and vision of the East Ohio Conference. This includes communication, budgeting, reporting, and coordination for a variety of ministries and committees. Experience with and understanding of The United Methodist Church is desirable but not required for this position.

This position is full-time, hourly, non-exempt with health care and retirement benefits provided. The East Ohio Conference is an equal opportunity employer.

Essential Functions

1. Communication and correspondence on behalf of the Director of Connectional Ministries.
2. Become familiar with the structure and processes of the East Ohio Conference.
3. Organize and process budget applications, payment requests, financial or excel reports.
4. Schedule meetings, monitor budgets, gather information and provide minutes for committees.
5. Provide administrative, operator and clerical tasks for the Council on Ministries office.

Character

1. Ability to maintain confidentiality, professional conduct, and interpersonal relationships.
2. Support the mission and vision of the East Ohio Conference.
3. Exhibit character compatible with the Social Principles of The United Methodist Church.
4. Be adaptive and flexible in a changing environment.
5. Function as a team member.

Education, Experience and Competencies Required

1. High school degree or equivalent.
2. Minimum of five years' experience performing duties of a like-nature to the position described.
3. Experienced in Microsoft Office applications, internet research, and office procedures.
4. Highly competent in the use of language, spelling, math, and grammatical skills.
5. Ability to function independently and multi-task.

Work Environment and Travel

This position's function and duties are primarily performed in a professional office environment. Some events may require weekends, travel in Ohio, 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.

Interested applicants must email a letter of interest and current resume to Steven Court scourt@eocumc.com by July 23. We anticipate employment beginning September 1.