

<b>JOB DESCRIPTION</b>	<b>POSTING DATE:</b> Monday, July 02, 2018
<b>JOB TITLE:</b> Executive Secretary to the Bishop	<b>REPORTS TO:</b> Resident Bishop (supervisor) Assistant to the Bishop

<b>OFFICE:</b> Ohio East Episcopal Area of The United Methodist Church (East Ohio Annual Conference) 8800 Cleveland Ave., N.W. North Canton, Ohio 44720	<b>CLASSIFICATION:</b> Salaried
--	------------------------------------

<b>PURPOSE:</b>
To provide high-level professional administrative support to the Episcopal office and the resident Bishop and the Assistant to the Bishop of the East Ohio Conference of The United Methodist Church, ensuring all matters are handled in a professional, confidential manner and aligned with the mission of The United Methodist Church.

<b>QUALIFICATIONS</b>
<ul style="list-style-type: none"> <li>• Profess faith in Jesus Christ</li> <li>• Support for the vision and mission of the East Ohio Conference of The United Methodist Church and an understanding of the role of a Bishop of The United Methodist Church</li> <li>• Demonstrate ability to maintain highest standard of confidentiality, and professionalism in all matters related to the Bishop and Episcopal Area office</li> <li>• Excellent communication skills – spoken, written and ability to listen</li> <li>• Exceptional relational skills (hospitality)</li> <li>• Proficient in using Microsoft Office, including Word, Excel, Outlook, and PowerPoint. Ability to learn and use other information management software systems (e-Bridge, EZRA, Dropbox, Concur)</li> <li>• Ability to work as directed, collaboratively as a team as well as independently to organize, prioritize, and execute responsibilities</li> <li>• Preference for applicants having an Associate’s degree or higher as well as previous, significant administrative experience</li> <li>• Preference for applicants possessing a basic knowledge of the doctrine, polity and structure of The United Methodist Church/East Ohio Conference and a willingness to support its mission, vision, ministries and organizational structure</li> </ul>

<b>WORK YEAR OR POSITION TYPE:</b>
Full-time position, 40-hour week. Office hours are 8:30 a.m. to 4:00 p.m. Monday – Friday.
Occasional travel to attend and support the Bishop and/or Assistant to the Bishop at meetings, including attendance at the East Ohio Annual Conference session (a yearly 5-day event)

<b>DUTIES AND RESPONSIBILITIES:</b>
<ul style="list-style-type: none"> <li>• Maintain Bishop’s calendar (appointments, meetings, events, preaching and speaking engagements) ensuring all materials pertinent to meeting/preaching sites are available prior to scheduled event, (including any correspondence, directions to the event, and other details)</li> <li>• Make and coordinate Bishop’s meeting and travel arrangements (booking airline flights, ground</li> </ul>

transportation, lodging and meals, register Bishop for events)

- Facilitate effective and timely correspondence and communication from the Bishop and Assistant to the Bishop including phone calls, letters, memos, e-mails, and other forms of written or digital communication sent from or received by the Bishop, Assistant to the Bishop, and the Episcopal Area office
- Work with the Bishop and Assistant to the Bishop in managing the Bishop and Area Office's financial accounts, financial records and reporting, receipts, invoices in a manner that ensures efficient record keeping and timely payments and reimbursements and use of Concur financial software
- Manage information and administrative reporting systems related to pastoral appointments, clergy personnel records/files and other essential administrative processes and forms related to the Episcopal Area office. Proficient use of information, document and database management systems (e-Bridge, EZRA, and DropBox) to file, manage and maintain essential documents and reports
- Work with the Bishop and Assistant to the Bishop and others in planning and making preparations for the East Ohio Annual Conference session and other events initiated by the Bishop and/or Episcopal Area office
- Provide hospitality for the Bishop and Cabinet for Cabinet meetings scheduled at the Area Center as well as other occasional support to Cabinet as directed by the Bishop or Assistant to the Bishop
- Provide a welcoming environment (hospitality) to all callers and guests to the Episcopal Area office
- Willingness to perform other occasional duties as assigned

#### COMPENSATION/BENEFITS

- Competitive salary based on experience
- Health Care Plan
- Excellent 403.b Plan with generous employer contribution
- Paid Vacation

#### OTHER WORK ENVIRONMENT/DYNAMICS:

Requires approximately 70% of time sitting; remainder of time involves walking, standing, and occasional lifting of up to 15 lbs.

Constant interaction with internal and external individuals interacting with the Episcopal Area office

The Episcopal Area office is located in a building that also houses staff members of the East Ohio Conference Communications, Connectional Ministries, and Financial and Administrative Services offices as well as the East Ohio Foundation and the United Methodist Financial Credit Union.

**Interested candidates are invited to send resumes to Assistant to the Bishop the Rev. Dr. Gary George, [gary.george@eocumc.com](mailto:gary.george@eocumc.com) through August 31, 2018.**