

The East Ohio Conference of The United Methodist Church
Conference Council On Ministries Administrative Assistant
Part-time Position

Summary/Objective

Conference Council on Ministries (CCOM) administrative assistants work as a team to provide office support for the directors who relate to specific areas of focus in accomplishing the mission and vision of the East Ohio Conference of The United Methodist Church.

The CCOM team equips and supports pastors, congregations, and faith communities to grow in their capacity to bear fruit that lasts by:

- being disciples, making disciples, and maturing disciples of Jesus Christ;
- being God's agents of transformation in our communities and throughout the world; and
- being bold and courageous leaders in reaching new people, younger people, and a more diverse people.

Essential Functions

1. Support the work of the director of Young People's Ministries, the director of Strategic Ministries, and the director of Multicultural Vitality.
2. Coordinate with the directors their calendars, event-scheduling, detail-planning, publicity, and registration.
3. Provide check requests, basic financial summaries, meeting reminders, distribution of minutes, and correspondence for the directors and ministries they support.
4. Become familiar with the structure and processes of the East Ohio Conference.
5. Serve as communication liaison with Conference, districts, and local church staff as well as youth, church members, and persons served by the CCOM ministry areas.
6. Serve as a primary telephone operator for the East Ohio Area Center.
7. Perform clerical tasks, and general administrative support for the CCOM office.

Character

1. Possess the abilities to maintain confidentiality and professional conduct.
2. Be attentive to detail and calendar coordination.
3. Be adaptive and flexible in a changing environment; being open to learning and growing.
4. Function as a team member.

Education, Experience and Competencies Required

1. Earned a high school diploma or an equivalent.
2. Have excellent verbal, written, and interpersonal communication skills and experience in providing both positive customer service and excellent follow-up skills.
3. Have three- to five-years of experience performing duties of related experience.
4. Possess the abilities to organize an office environment and manage priorities while relating to multiple persons and areas of responsibility.
5. Have the abilities to both work independently and to multi-task.
6. Have intermediate computer skills and be able to utilize Microsoft Office 365, Google Apps, Zoom, Facebook, Twitter, social media platforms, and internet research.

7. Be able to organize information, track details in an accurate and timely manner, and maintain and update data systems and filing for networks, committees, and event contacts.

Work Environment and Travel

The function and duties of this position are performed primarily in a professional office environment however, as needed, duties will be performed in church buildings and other public locations. Some events will require additional time including working on weekends and travel in Ohio. The position requires the use of computers, common office equipment, filing, and light lifting. This position is largely sedentary.

Employment

The CCOM administrative assistant reports to the director of Young People's Ministries, the director of Strategic Ministries, and the director of Multicultural Vitality.

This position is part-time, non-exempt, 20-25 hours per week. Normal business hours are Monday through Friday 8:30 a.m. – 4:00 p.m. Hours will be coordinated with the directors. The hourly wage will be based on experience and departmental budget.

To express interest in this position, please send a brief resume and letter of interest to Director of Benefits & Human Resources Michelle Anderson via [e-mail](#) by April 16, 2021.

The East Ohio Conference is an equal opportunity employer and accommodates ADA needs.