

Indiana Conference of the United Methodist Church

POSITION DESCRIPTION

1. **Title of position** Assistant Director for Office and Conference Services
2. **Classification** Managerial
3. **Supervisor** Director of Administrative Services
4. **Responsibilities**

a. Overall purpose of position

To provide oversight of office services (including supervision of the support staff pool) and conference services (including support needs of the annual conference session)

b. Essential functions

1) In regard to office services

- a) Hiring, training, and supervising personnel for the support staff pool, in consultation with the Director of Administrative Services
- b) Training, supervising (including approval of overtime, time off, vacation time), and carrying out annual performance reviews of those in the pool
- c) Hiring part-time help for peak times
- d) Overseeing proofreading, printing and mailing minutes, reports, etc. before they are sent out
- e) Serving as liaison between professional staff and conference support staff

2) In regard to conference services

- a) Working with the Director of Connectional Ministries and the Annual Conference Sessions Committee in planning and carrying out the program of the annual conference session, including the preparation of the schedule, workbook, and journal
- b) Attending annual conference program committee meetings (as needed)
- c) Securing staff to work at annual conference as well as at other events in the conference (special session of the annual conference, Our Life Together, etc.)
- d) Working with the host site in arranging banquets, housing, displays, and other meetings at the site of conference
- e) Arranging housing for VIP's
- f) Recruiting leaders for legislative groups
- g) Recruiting volunteers to assist with ushering and transportation
- h) Overseeing payment of all expenses related to the conference session
- i) Attending annual conference and supervising support staff related to the conference

3) In regard to other responsibilities

- a) Assisting support staff pool with typing, phone, etc. (as needed)
- b) Assisting other support staff and professional staff with special projects or assignments
- c) Keeping the overall calendar (including the web calendar) for the conference
- d) Receiving, sorting, and distributing mail
- e) Preparing kitchen duty schedule
- f) Responding to email addressed to general mailbox
- g) Updating email addresses in Outlook
- h) Tracking vacation and sick time for all employees (exempt and non-exempt)
- i) Overseeing the obtaining and returning of conference credit cards for staff and DSs
- j) Processing requests for computer tech support and website support

c. Occasional functions

Assist bishop, executive assistant, directors, and district superintendents (as requested) with recruitment, selection, training, and assistance of support staff

d. Supervision of staff/volunteers (if any)

Support staff pool in conference office

e. Workplace requirements

- 1) Conference office in Indianapolis
- 2) Periodic visits to districts

f. Budget accountability

To Director of Connectional Ministries for annual conference session

5. Qualifications required to carry out this position: knowledge, abilities, and skills

- a. Knowledgeable and supportive of the mission and ministry of the United Methodist Church
- b. Deep sensitivity and commitment to diversity (culture, race, gender, theology, etc.)
- c. Disciple who is growing in her/his relationship with Christ and is an active member of a United Methodist Church within the bounds of the conference
- d. Experience in personnel and project management, developing teams to meet goals
- e. Familiarity with the work of an annual conference or religious denominational office
- f. Experience with database management, spreadsheets, event registration, financial reports, and word processing
- g. Bachelor's degree or equivalent experience.

6. Additional comments that may aid in describing the work of this position