

Indiana Conference of the United Methodist Church

POSITION DESCRIPTION

1. **Title of Position** Conference Assistant
2. **Classification** Support Staff
3. **Supervisor** Assistant Director of Office and Conference Services

4. **Responsibilities**

a. **Overall purpose of position**

To provide administrative support for the Indiana Conference under the direction of the Assistant Director of Office and Conference Services

b. **Essential functions**

- 1) Event setup and handling of registrations
- 2) Typing correspondence, minutes, reports
- 3) Meeting preparation support for staff
- 4) Providing backup for receptionist
- 5) Assisting with mailings
- 6) Various administrative tasks as assigned by supervisor

c. **Occasional functions**

- 1) Assist at Annual Conference Session or other off-site events as requested by supervisor
- 2) Assist in cleaning break room and hospitality area when necessary

d. **Supervision of staff/volunteers (if any)**

(none)

e. **Workplace requirements**

Available to work on a full-time basis in the Conference Center in Indianapolis

f. **Budget accountability**

(none)

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. Excellent typing and proofreading skills

- d. Experience with database management, spreadsheets, event registration, word processing, financial reports
- e. Knowledgeable of general office equipment including copiers, fax machines, postage machines, transcribing machines, etc.
- f. Dependable and trustworthy
- g. Team player

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

(none)