

## Indiana Conference of the United Methodist Church

### POSITION DESCRIPTION

1. **Title of Position**      District Secretary/Receptionist (part-time)
2. **Classification**        Support Staff
3. **Supervisor**            District Assistant
4. **Responsibilities**

**a. Overall purpose of position**

To support the administrative operations of the District Center, with primary responsibility for hospitality (visitors to the center and incoming telephone communications) and general secretarial duties. A key function of this position is the creation of a positive impression for clergy, church members, and the general public.

**b. Essential functions**

- 1) Answer telephone calls in a friendly, professional manner (with sensitivity to priority)
- 2) Receive visitors, answer general questions
- 3) Maintain office and equipment supplies in a neat and orderly fashion
- 4) Prepare documents using word processor or spreadsheet software; prepare deposits; post receivables/payables; file invoices
- 5) Assist with updating church and individual records in database, printing labels, and mailings, including recruiting volunteers to assist with bulk mailings
- 6) Perform a variety of additional secretarial duties, such as typing reports and memos, maintaining computer based and paper files, and answering office inquiries
- 7) Assist District Assistant and District Team members as needed

**c. Occasional functions**

(as they arise)

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

(none)

**e. Workplace requirements**

Part-time position in District Center

**f. Budget accountability**

(none)

**2. 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. Ability to analyze and solve problems, exercise good judgment, work under pressure (when necessary), and meet deadlines
- d. High level of skill in the use of computers (including Microsoft Office) and the operation of standard office equipment
- e. Ability to work independently, take initiative in routine matters, as well as function as part of a team
- f. Effective communication skills, both verbally and in writing
- g. Ability to act with tact and discretion, and to maintain confidentiality

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

(none)