

Indiana Conference of the United Methodist Church

POSITION DESCRIPTION

1. **Title of Position** Administrative Assistant
2. **Classification** Support Staff
3. **Supervisor** Project Director: Rejuvenate

4. **Responsibilities**

a. **Overall purpose of position**

To oversee and manage all office procedures in support of the Rejuvenate Project

b. **Essential functions (as they relate to the Rejuvenate Project)**

- 1) Meets and greets clients and visitors
- 2) Practices telephone etiquette
- 3) Maintains office calendar
- 4) Opens, sorts and distributes incoming correspondence, including faxes and e-mails
- 5) Prepares drafts of responses to correspondence containing routine inquiries, invoices, reports, memos, letters, and other documents, using word processing, and/or presentation software
- 6) Proofreads drafts of documents (including correspondence)
- 7) Files and retrieves documents, records, and reports, hard copy and electronically produced documents
- 8) Performs general clerical duties including, but not limited to, computers, copiers, telephone systems, calculators, mailing and filing, faxing
- 9) Collects and maintains inventory of office equipment and supplies
- 10) Maintains website as well as information in the conference database
- 11) Manages and maintains supervisor's schedule
- 12) Serves as liaison between supervisor and conference support staff
- 13) Makes travel arrangements for supervisor
- 14) Sets up and coordinates sponsored meetings and events (including meals)
- 15) Exhibits a thorough understanding of the scope and depth of the Rejuvenate Project
- 16) Interacts effectively with members of the Advisory and Implementation Teams
- 17) Carries out other duties as assigned

c. **Occasional functions**

(none)

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

(none)

e. Workplace requirements

Available to work 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. Competence in the understanding and utilization of Microsoft Office
- d. Ability to follow oral and written communication
- e. Knowledgeable of general office equipment including, but not limited to, computers, telephone systems, typewriters, calculators, copiers and facsimile machines
- f. Well organized and efficient, yet flexible
- g. Ability to work independently, with little or no supervision, or as part of a team
- h. Ability to interact with a diverse staff at all levels, sometimes under pressure, with a high level of professionalism and confidentiality

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

(none)