

**California Nevada Annual Conference
Of the United Methodist Church**

POSITION DESCRIPTION

Position Title: Senior Administrative Assistant

Department: District Office

Classification: Non-Exempt

**Position Title of
Immediate Supervisor: District Superintendent**

Position Overview

Provide support to the District Superintendent for the general administration of the district. Manage executive calendar and travel arrangements with attention to detail, accuracy, and appropriate time allocation. Assuring that the Office of the District Superintendent is run effectively and efficiently including the maintenance of records and the distribution of forms and reports as directed by the District Superintendent. Plays a key role in supporting the District Superintendent in maintaining effective communication in responding to the needs of the congregations and clergy of the district. Support the District Superintendent in hosting and facilitating meetings, social gatherings, and conferences. The position involves daily interaction with pastors and laity of the churches of the district and various District & Conference leaders and committees to support their work.

Key Responsibilities

1. Provide direct administrative managing phone calls, emails, and calendar.
2. Provide exceptional support for the ongoing maintenance of files and confidential records.
3. Provide calendar management for the District Superintendent.
4. Assure that the District Superintendent is supported in preparing agenda, reports, and other forms of written communications and correspondences.
5. Coordinate team projects and special events with other District Administrative Assistants, Superintendents and Conference Staff as assigned by the District Superintendent.
6. Under the direction of the District Superintendent, receive, refer, and respond to potentially complex and sensitive inquiries from pastors, church members and the public. Exercise good judgment and discreetly handle confidential and sensitive matters.
7. Maintain & manage essential records and information regarding pastors, churches and district activities, committees, boards, and agencies.

8. Provide information, support and appropriate referral to pastors, churches and district boards and agencies including technical support for database dashboard.
9. Review clergy compensation forms for compliance prior to District Superintendent approval.
10. Under the direction of the District Superintendent, make travel arrangements for events, retreats, training, and conferences for the District Superintendent and others as directed.
11. Produce informational articles and brochures required for district-sponsored events as requested by superintendent in consultation with the communication staff.
12. Research information and resources related to assorted topics that support the work of the district office.
13. Work collaboratively with a variety of persons and positions throughout the Annual Conference.
14. Support the hospitality, inclusiveness, compassion, and mission of The United Methodist Church.
15. Support the District Superintendent in monitoring and tracking deadlines.
16. Perform other duties as assigned or requested by the District Superintendent.

QUALIFICATIONS, KNOWLEDGE, ABILITIES AND SKILLS

The individual must possess the following knowledge, skills, and abilities, and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation.

- Superior organizational skills and meticulous attention to detail.
- Confidence & capability to take initiative and manage upwards.
- Willingness to maintain flexibility in job function in an ever-changing environment.
- Excellent written, verbal, presentation, and interpersonal communication skills.
- The ability to work in a cross cultural environment.
- A “can-do” attitude and a willingness to go the extra mile to get the job done.
- Highly proficient in Microsoft Excel, Word, PowerPoint, Outlook and data management skills.
- Excellent analytical and strategic skills.
- Ability to organize and manage multiple tasks.
- Ability to communicate effectively in person, by phone, and by email daily.
- Ability to work under pressure to tight deadlines and co-ordinate the input of others in these circumstances.
- Highly adaptable with the ability to manage change.
- The ability to work in a discreet manner, maintaining confidentiality.
- Familiarity with the California-Nevada Annual Conference and the United Methodist Church.
- Knowledge of the Book of Discipline of the United Methodist Church a plus.

EDUCATION AND EXPERIENCE

- A baccalaureate degree and five years of work experience in a comparable position is preferred; but a combination of formal education, related work experience and training will be considered in absence of college degree.