

Job Description

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| **Job Title: Executive Assistant** | **Position Title: District Executive Assistant** |
| **Reports to: District Superintendent** | **FT/ PT +Weekly Hours/Exempt or Non-Exempt:****Full Time/Non-exempt** |
| **Department: District** | **Prepared by: Conference HR Committee** |
| **Date: December 15, 2022** |  |

**Position Overview:**

Under the supervision of the District Superintendent, the District Executive Assistant (DEA) is responsible for the day-to-day management of the District administrative functions; maintains the schedule of the DS; monitors and inputs data on local churches; responds to inquiries by church leaders, clergy, district committee members and others; administratively oversees the scheduling and preparation for church conferences and receives, checks for accuracy and properly files paperwork for conferences and appointments. The DEA advertises, helps plan, schedules and registers attendees for district wide functions. This position works virtually.

**Principal Duties and Responsibilities (Essential Functions\*\*)**:

1. **Appointment Process**: provide DS with supportive documentation for retirements, advisories, must moves. Create and maintain spreadsheet for proficiency in tracking district moves, contact information, submission of paperwork to Episcopacy office, benefits office. Generate files/packets for incoming clergy.
2. **One-to-One Season (April-July):** develop master schedule using dates/times provided by DS. Communicate available dates/times for conferences and one-on-ones to district clergy via email and website (as appropriate), including all relevant information and forms. Scan and file all incoming documents related to One-to-One.
3. **Church Conference Season (July – December):** develop master schedule using dates/times provided by DS. Contact and coordinate training for presiding elders, as needed. Begin to gather required forms and reference documents for upcoming conferences (digital). Review information to gain knowledge of changes. Send information, forms and instructions to clergy and admins/secretaries. Create and maintain spreadsheet for proficiency in handling, correction, submission, and drop filing of all church conference forms.
4. **Annual Conference (January – July):** register DS and self. Publicize dates/location via email and district web site. Provide training and updates as needed. May attend Annual Conference.
5. **Journal Responsibilities (January-June):** Maintain accuracy of appointments and submit corrections into district pages in Journal once appointments have been announced.
6. **Communication.** Answer phones and emails and assist callers within parameters established with DS. Prioritize messages for the DS. Schedule/register internet-based meetings for the district. Attend conference calls with peers and for training as scheduled. Attend meetings of the District and Conference as required.
7. **Brick River (throughout year):** Forward needed updates to the appropriate conference office.
8. **Ebridge and Dropbox** – manage digitized records for clergy and churches throughout the year.
9. **District Events (throughout year):** help plan, publicize and coordinate District Annual; assist with promotion of Lay Servant training.
10. **Other Duties (monthly):** publish district newsletter (if requested by DS), review budget from conference/district treasurer’s office, submit DS expenses and receipts. Purchase and maintain supplies within the budget.
11. **Other Duties (throughout year):** meet regularly with DS to discuss office priorities, calendar, other needs. Sort/open/review daily mail. Respond to email, inform district clergy/admins/laity of appropriate information. Communicate information to district website tech. Maintain District files and records.
12. **Confidentiality:** Maintain the highest levels of confidentiality in all communications whether oral, written or electronic.
13. **Other duties of a similar nature as assigned.**

**Supervision Exercised:**

This position may supervise volunteers or 1-2 paid non-exempt staff members.

(E=Exempt; NE=Nonexempt)

**Qualifications & Skills:**

*REQUIRED:*

* High school degree or GED, required.
* Two to five years in an office environment
* Ability to maintain a high degree of confidentiality.
* Ability to understand the United Methodist systems.
* Excellent oral and written communication skills.
* Keyboarding skills, flexibility and ability to work independently are required.
* Knowledge of Microsoft products, high level of organization.
* Facility with an internet environment (Social media, online registration process, newsletter publication, etc.)
* Capacity to function in a constantly changing environment with general supervision.
* Self-starter, well-organized.

*PREFERRED:*

* Associates degree
* Project management skills

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.