

Job Position: Executive Assistant to the Conference Minister

Job Summary

As the executive assistant to the conference minister (CM), you play a pivotal role in providing administrative and operational support. Embracing the vision and values of the Southwest Conference (SWC), you will be integral to the seamless functioning of the CM's daily responsibilities and smooth office operations.

Primary Duties and Responsibilities

- **Administrative Support:** Work collaboratively with the CM to facilitate their daily routine, exercising discernment in scheduling meetings, appointments, speaking engagements, and travel.
- **Liaison Role:** Serve as a compassionate liaison between the CM, SWC staff, churches, pastors, lay leaders, and the public. Handle phone calls and visitors with tact, answer inquiries, take messages, and direct calls appropriately.
- **Coordination Hub:** Coordinate with other SWC staff, playing a key role in aligning efforts within and outside the office. Facilitate communication for projects and programs managed by the CM and the SWC executive board and standing committees.
- **Project Support:** Assist in project planning, initiation, execution, and training. Foster collaboration among SWC committees, churches, and leaders. Serve as a primary point of contact for the office of the CM and SWC executive board and standing committees.
- **Communication Development:** Assist the CM in creating presentations and communications for both internal and external audiences.
- **Prioritization and Advisement:** Determine the priority of matters for the CM's attention, redirecting or personally handling them as appropriate. Keep the CM informed of time-sensitive and priority issues.
- **Office Manager Support:** Perform a variety of support duties, including handling printing, faxing, mail/overnight packages, copying, filing, and email/messages.
- **Meeting Coordination:** Schedule and support staff, executive board, task force, and standing committee meetings. Assist in preparing and distributing meeting agendas and materials.
- **Documentation and Reporting:** Transcribe source material, prepare documents, reports, tables, and charts. Maintain paper and electronic filing systems. Prepare, reconcile, and submit banking deposits and reports.
- **Confidentiality Maintenance:** Handle confidential and sensitive information with discretion.
- **Meeting Participation:** Attend meetings and take notes at the request of the conference minister; in addition, may be tasked with preparing initial drafts of minutes and summaries.
- **Special Projects:** Complete various special projects, special reports, and agenda materials.

- **Additional Duties:** Be flexible to undertake additional duties as assigned, supporting the staff and other committees as needed.

Qualifications

- Detail-oriented self-starter with 3 to 5 years of experience supporting a senior executive or team, preferably in a nonprofit or faith-based organization.
- Exhibit sound judgment with the ability to prioritize and make timely decisions.
- Resourceful, energetic, and eager to tackle new projects and ideas.
- Comfortable interacting with people at all levels of leadership within the SWC, local congregations, wider church, and the national setting of the UCC.
- A collaborator capable of cultivating productive working relationships with staff and across the SWC.
- Ability to thrive in a changing environment with a can-do attitude.

Skillset

- Excellent computer skills, including Microsoft Office Suite, Google Workspace, BaseCamp, with familiarity or a willingness to learn Whova and/or the Cvent event platforms.
- Experience using Customer Relationship Management (CRM) and workspace tools (e.g., Salesforce, Neon One, Basecamp, Asana).
- Exceptional communications skills in writing, editing, and proofreading.
- Familiarity with the polity of the United Church of Christ.
- Excellent organization and time-management skills.

Compensation:

Full time, Exempt

Hours: 35-40 hours/week

Reports to: Conference Minister

Salary: \$44,500 - \$49,920 per year

Please submit a resume, a cover letter, and three references to Transitional Conference Minister, Rev. Dr. Toni Hawkins at thawkins@uccswc.org by Jan. 15, 2024.

Employee Name:

Conference Minister Name:

Employee Signature:

Conference Minister Signature:

Date:

Date:

EEOC Policy:

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