

Association Office Administrator

Central Southeast Ohio Association

The Association Office Administrator will serve as the primary administrative support person of the association fulfilling day-to-day secretarial functions within the association office, prepare mailings and materials for meetings of the Association and Association Council, fulfill limited administrative financial responsibilities in conjunction with the association bookkeeper and Treasurer, and maintain office files and up-to-date listings for association mailings, pulpit supply, authorized ministers & MIDs, and other reference documents.

Specific Tasks for this position include, but are not limited to:

- Open mail, answer & return phone calls, fulfill daily and weekly correspondence, office filing, and other secretarial work as necessary and assigned.
- Prepare mailings and materials for meetings of the association and association council ensuring that appropriate notice is given for association meetings and that proper meeting notice requirements for the association are fulfilled.
- Fulfill limited administrative financial responsibilities in conjunction with the association bookkeeper and Treasurer.
- Maintain updated listings/records for association mailings, pulpit supply, authorized ministers & MIDs, and similar reference documents ensuring that each document is updated at least monthly and that any submitted changes are promptly reflected.
- Regular communication with Association members and churches is expected. Digital/social media will be used to distribute this content. This position will be expected to administer the digital media presence and communications of the association.
- Other duties as assigned

The Association Office Administrator will report to the Association Council and will receive job performance feedback at least every six months via both written and oral forms. The Association Office Administrator is expected to report to the association at all regular meetings

of the association and to engage in continuing education opportunities appropriate for the position.

The Association Office Administrator position may be filled by an Authorized minister or a lay person with gifts in

- Computer proficiency, comfortable with common office suite software
- Knowledge of social media platforms
- Oral and written communication skills
- Exceptional interpersonal skills
- Maintaining confidentiality
- Organizational abilities

This position will be considered a Designated call for 16-20 hours per week. The Association Office Administrator will be called for an initial term of one year.

The salary and benefits package will total \$14,400-\$16,000 negotiable upon experience.

Interested persons may send their resumes to:

Rev. Jill Dunlap

jdunlap@rrohio.com

Central Southeast Ohio Personnel Chair

Deadline is October 30, 2018