

Administrative Assistant/ Central Services Coordinator job posting

The Office of Connectional Ministries of the West Virginia Annual Conference of The United Methodist Church seeks a full-time Administrative Assistant/Central Services Coordinator. This motivated, creative person will work with a team of individuals in the Conference Center Offices located in Charleston, WV.

Experience with Microsoft Office Suite (Word, Excel, Access and PowerPoint) and web-based technology is required. The successful applicant will have a demonstrated history of strong internal motivation and the ability to handle details while multi-tasking in a fast paced environment. Personal communication and relational skills are a must.

Knowledge of The United Methodist Church is desired.

The Administrative Assistant/ Central Services Coordinator works directly with the Director of Communications, the Director of Evangelism and Congregational Development, and the Director of Ethnic Ministries. The individual provides the mail room and duplication services for the Conference Center and will perform other duties as needed for other staff in the Connectional Ministries Office.

Requirements: High School education required; post High School training/education desired. Experience with office technology and professional office environment is also necessary.

Salary: \$27,000 negotiable depending on experience. Benefits package including health insurance, conference pension plan, and vacation/personal time off is included.

Send letter of interest and resume by September 23, 2011 to:

Dr. William H. Wilson
WV Annual Conference
P.O. Box 2313
Charleston, WV 25328
wvconfmin@aol.com

Posted: September 8, 2011

Job Description
Administrative Assistant/Central Services Coordinator
Office of Connectional Ministries

Responsibilities

Central Services:

- Receive, process, distribute and post all mail for the Office of Connectional Ministries and other UM Center offices including UPS, FedEx, US Postal, etc.
- Prepare bulk mailings for the office.
- Receive and direct incoming phone calls in conjunction with Administrative Assistant/Office Manager.
- Serve as Registrar for conference events as directed.
- Duplicate materials as coordinated with the requesting offices

Offices of Communications, Evangelism, Congregational Development, and Ethnic Ministries:

- Maintain files, correspondence, electronic records for the Offices of Communications, Evangelism and Congregational Development, and Ethnic Ministries.
- Assist in processing the financial requests from these offices.
- Prepare communications, electronic and postal, for these offices.
- Receive and process all incoming correspondence as directed by the relative staff.
- Receive and process incoming phone calls that are directed to these offices for which the caller does not choose the voice mail option.
- Maintain and communicate calendar items from these offices to the Administrative Assistant/Office Manager.
- Serve as a conduit of information from these offices to the Administrative Assistant/Office Manager and the Offices of Connectional Ministries and Leadership Formation.
- Report office supply needs to the Administrative Assistant/Office Manager.
- Process travel arrangements for relative staff as directed.
- Coordinate plans for meetings as directed.

Other duties as assigned.

Supervision

The Administrative Assistant/ Central Services Coordinator is under the supervision of the Director of Connectional Ministries and serves the Directors of Communications, Evangelism and Congregational Development, and Ethnic Ministries.

September 8, 2011