
JOB TITLE: District Administrative Assistant

DEPARTMENT: Potomac Highlands District

STATUS: Full-time non-exempt

REPORTS TO: District Superintendent

NUMBER OF EMPLOYEES IMMEDIATELY SUPERVISED BY POSITION: 0

BASIC FUNCTION: Perform the administrative functions for the District Office and assist District Superintendent.

SALARY: \$36,425

BENEFITS: Retirement contribution to 9% of salary; Health Insurance; Life Insurance; and Paid Time off.

QUALIFICATIONS:

1. At least 2 years of office administration experience.
2. Highschool diploma or equivalent.
3. Proficient in the use of Microsoft Office products.
4. Ability to maintain the highest ethical standards.
5. Strong communication skills.
6. Highly organized and professional.
7. Willingness to deal with conflict management and problem-solving, in consultation with the District Superintendent while maintaining confidentiality.
8. Demonstrated ability to work cooperatively as a team member and to work independently.

RESPONSIBILITIES:

- Handle accounting needs for the office: check writing, voucher preparation, Superintendent's reimbursement from the Conference and District, District promotional fund payments, the creation of regular financial statements, correspondence with the Conference Treasurer's office etc.
- Answer and direct incoming phone calls.
- Create positive office atmosphere by providing appropriate hospitality.

- Prepare letters, newsletters, charge conference packets, clergy interview forms and all District Conference materials.
- Contact churches and clergy by telephone and email about various needs.
- Communicate information and materials for biannual Lay Servant training.
- Work with the District Superintendent to schedule meetings as necessary.
- Keep up to date filing systems: Charge Conferences, deeds, and, potentially, clergy records.
- Update website and social media.
- Maintain the highest level of integrity when dealing with confidential information.
- Weekly office cleaning (empty garbage, run sweeper, dust, clean restroom)
- Occasional attendance at District events.
- Other duties as assigned by District Superintendent.

COMMUNICATE: Resume and three letters of Reference may be sent to sferguson@wvumc.org
OR 97 Goldsborough Avenue Romney, WV 26757.

APPLICATIONS WILL BE ACCEPTED THROUGH: March 29th, 2024.