Ohio Conference United Church of Christ
Executive Administrator Position Description

Our Mission: To connect our faith communities to enhance ministry and better serve Christ's mission.

We are seeking a skilled administrator who brings passion, creativity and a heart for people to work with an organization that serves the needs of approximately 360 churches throughout Ohio, West Virginia and Northern Kentucky. An ideal candidate will thrive in a fast-paced and adaptive environment, and enjoy managing a wide variety of projects simultaneously. S/he will have good people skills and enjoy helping staff and volunteers get the support they need to complete a variety of projects. S/he will be able to delegate work and train other volunteers and staff for the project or task at hand. S/he will also be able to use and learn cloud-based and other technologies that empower working teams that may be dispersed over a wide geographic area. The workload related to this position has seasonal ebbs and flows and will sometimes include longer hours or weekend work at times when we have Board Meetings, large events, summer camp registration, etc.

Join our creative and adaptive team today for this one-year contract position which has a future for growth and change depending on the organization's needs and the gifts and skills the candidate brings to the position.

Current categories of work include:

Communications

Work with staff and volunteer communications team on:
- Evaluating and revising the organizations communications strategies and tactics;
- Developing and maintaining Conference website;
- Design posts for social media outlets;
- Creation of electronic and print promotional materials;
- Creation of three monthly Conference e-newsletters, plus promotional/announcement e-newsletters as needed.

Event Planning and Coordination

Collaborate and support staff and volunteer planning teams with a variety of events including:
- Summer camp and mid-year retreats;
- Conference Annual Gathering and business meeting;
- Educational events;
- Clergy gatherings;
- Board of Director Meetings;
- UCC General Synod Delegation;
- Create event registration and offer customer assistance during registration;
- Ensure that reference and background checks are conducted on paid and volunteer staff working with youth;

Administration and Office Management

This candidate will both manage the current flow of office operations and evaluate all current procedures and technologies and make recommendations for future improvements in a variety of areas including:

- Provide oversight for other contract and part-time administrative staff;
- Work collaboratively with other organizations sharing our office space;
- Ensure the payment of bills, signing checks and interacting with vendors;
- Serve as in-house computer and technology support/troubleshooter utilizing IT support;
- Research vendors who provide various services;
- Information and database management;
- Opening mail and purchasing supplies;
- Electronic and paper filing of sensitive documents;

Program Support

Assist in a variety of program designed to support ministries of pastors, lay leader and local churches such as:

- Manage periodic scholarship and grant programs for individual and churches;
- Provide research, organization and information for staff, Board of Directors, church leadership and members, volunteers, national staff, etc. on a wide variety of topics.
- Support Conference Minister in areas of research, correspondence and other responsibilities as assigned.

Experience and Qualifications

A minimum of 1-3 years office management experience that includes being able to handle detail, prioritize tasks, work under pressure and constant change and maintain confidentiality.

Computer proficiency: We need someone who is well-versed in a wide variety of technologies and who has the ability to train others in its use. Software we use includes:

- Microsoft Office software (Word, Excel, Access, Outlook, Powerpoint);
- ACS Church Database software for collection of financial and other data;
- Registration software such as Campbrain and Constant Contact;
- Communications and design software such as Constant Contact, Wordpress and Hootsuite;
- Project management tools such as Basecamp, Evernote
- Videoconferencing software such as zoom.us and Webex;
- Design software InDesign and Microsoft Publisher;

Interested candidates should send a resume to:

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