Assistant Secretary Job Description

Position Overview

Urantia Association is seeking a detail-oriented and organized Assistant Secretary to support the administrative and communication functions of the organization. This role provides a unique opportunity to become closely involved in the Association's international activities while contributing to the effective operation of its committees and leadership teams.

The Assistant Secretary serves in a non-voting capacity and works collaboratively with officers, committee chairs, and volunteers to ensure accurate record-keeping, timely communications, and efficient information management.

Key Responsibilities

- Prepare and distribute meeting notices, agendas, and reminders.
- Attend meetings and record accurate minutes.
- Compile, organize, and distribute reports from Committee Chairs.
- Maintain records and documentation related to committee and organizational activities.
- Assist with administrative and communication tasks that support the work of the Association.
- Help ensure timely follow-up on action items and reporting requirements.

Qualifications

- Excellent organizational and time-management skills.
- Strong written communication and editing abilities.
- Attention to detail and accuracy in record-keeping.
- Proficiency with common office and online collaboration tools.
- Ability to work independently and manage multiple tasks.

- Interest in and commitment to the mission and international activities of Urantia Association.

Time Commitment

- Approximately 8 hours per week.
- Opportunity to expand the role to approximately 20 hours per week based on organizational needs and the successful candidate's interests and availability.

Compensation

This position may be compensated for qualified candidates, depending on experience and responsibilities assumed.

Why Apply?

This position offers a meaningful opportunity to work closely with the leadership of Urantia Association, gain insight into its international initiatives, and make a valuable contribution to the growth and effectiveness of the organization.

Applicants should email centraloffice@urantia-association.org with a resume or narrative of previous work and volunteer experience.