



DISTRICT ADMINISTRATIVE ASSISTANT

Gouverneur, NY (<http://maps.google.com/maps?q=Gouverneur+NY>)

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Description

We are currently seeking a part-time District Administrative Assistant for our district office located in Gouverneur, NY. This is a part-time position for up to 29 hours per week. The person in this position must maintain good working relationship with staff members, and attend quarterly Conference staff meetings, as well as the Annual Conference. This person should also foster and maintain good relationships with clergy, retirees, and local church members.

Communications and Information Management Responsibilities

1. Receptionist
2. Answer, screen, and direct telephone calls
3. Manage office mail and US postal mail
4. Maintain databases on district clergy, local congregations, and district committee members
5. Publish and distribute newsletter via email
6. Process information for the clergy appointments and prepare all necessary follow-up paperwork for the Conference and Episcopal office
7. Research and prepare information as requested by the District Superintendent
8. Maintain communication between local church and district committees
9. Direct communication with churches and Pastors related to annual reports
10. Maintain district presence on social media platforms and update district events on the UNY webpage

Office Management Responsibilities

1. Maintain calendar: schedule clergy annual supervisory meetings, charge conferences, district committee meetings, clergy gatherings, and other meetings as directed by the District Superintendent
2. Assist in meeting set up for district committees: calendaring, securing location, distributing information, and other needs as appropriate
3. Secure travel arrangements as needed
4. Manage day to day operations
5. Manage inventory and supplies
6. Submit monthly expense vouchers to conference center
7. Maintain Files: Supervisory, personnel, and general correspondence file for every clergyperson, file for each local congregation, general district files

Requirements

Experience and Background:


1. High School Diploma required, vocational training preferred
2. Three years experience in a clerical position or equivalent and customer service experience
3. Knowledge of or ability to learn the structure of the United Methodist Church
4. Familiarity with the United Methodist Church polity and *The Book of Discipline*
5. Ability to work with persons at off-site locations
6. Ability to work remotely if needed
7. Strong organizational skills, good verbal and written communication skills
8. Ability to maintain confidentiality
9. Ability to work accurately and independently
10. Ability to exercise judgment, prioritize, and take initiative
11. Must be able to travel within district location
12. Must be able to pass a background check

Technical Expertise:

1. Experience with Microsoft Office products, especially Word, Excel, Access, and Outlook
2. Ability to work with on-line databases
3. Experience with Adobe Acrobat DC for document creation and digitizing
4. Experience with Constant Contact preferable

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