FLORIDA CONFERENCE UNITED CHIRCH OF CHRIST
Position available: Administrative Specialist

HOURS: Full time, 35 hours a week

POSITION DESCRIPTION: The Administrative Specialist manages administrative tasks including maintaining accurate data, keeping records and documents, communicating information. The position is to enrich the ministry of the Conference in implementation of its mission as it serves to resource and support its local congregations around the state.

ROLES AND RESPONSIBILITIES:

Management of data and records:

- Manage data – maintain records and contact information for clergy, churches, leadership, etc.
- Update and maintain Records for all authorized Ministers and Congregations and leadership
- Manage transfers of standing and correspondence, etc…
- Maintain information of churches in search and ministerial profiles disseminated to them
- Post open church positions online – in UCC Ministerial Opportunities
- Maintain a list of Interim Ministerial Profiles, churches seeking interims, and Interim Pastors seeking positions
- Support the leadership, teams and committees through preparation of documents, including supporting the Meetings of the Conference and the General Synod of the UCC

Communications:

- Maintain the Conference's calendar of events and ensure accuracy
- Prepare/Curate the weekly e-newsletter of the Conference in Constant Contact
- Update the Conference's website
- Collaborate with Conference Staff
- Other tasks assigned by CM

ESSENTIAL QUALIFICATIONS/REQUIREMENTS

- Minimum Associate or Bachelor's Degree in a related field or equivalent experience
- Demonstrated organizational and relational skills
- Strong technology skills, experience with Microsoft Office and graphics programs
- Excellent oral and written communication skills
- Ability to establish effective working relationships
- Possesses self-awareness and integrity, maintaining appropriate personal and professional boundaries, and respecting confidentiality

FULL BENEFITS

Please send resume to Rev Nayiri Karjian,
Transitional Conference Minister at nayirik@uccfla.org