

Job/Tasks Description Scope List not limited to the following;

- Management & Support
- Bilingual (Spanish)
- Recording managing and Protecting sensitive documents, items and establishments reported
- Conducting individual & group training on processes
- Workflow Delegation & Follow up
- Creating, distributing, standard work procedures, practices & instructions when implemented and designed
- Creating Registration Reports & Sharable links for events, workshops, and meetings
- Evaluates, manages & tracks promoted surveys, registrations and reports
- Support on board hiring and interview and exit processes
- Examination of documents, schedules and planning
- Recording critical and positive feedback, background checks, conversations and documents
- Maintaining all sensitive records confidential and safe
- Web Page Editing, publishing, distribution and drafting.
- Office Mass Data, Device & connection application/network Administrator, trouble shooter and updater
- Controlling and updating various operating systems, web environments/data servers and via communicators that are used by the Regional Office- (Microsoft office, Minister Data Base, DHM Data base, Alex, Giving Fuel, Constant Contact, Caspio, Social Networks, Regional Website, Regional Calendar etc.)
- Examination of required/compliant minister records, and creating, drafting and distribution of certificates and invoices or requests
- Serving as a hub and collaborating with partners, and clergy, lay leaders, volunteers, members, general public to achieve goals & objectives supported by the GKC Christian Church (Disciples of Christ) Region and Office of CC (DOC)

(Included but not limited to the following information provided on this document)

➤ **ESSENTIAL ADMINISTRATIVE ASSISTANT JOB DUTIES:**

- Maintain regular office hours as agreed upon with the Regional Minister & President
- Serve as the “hub” of non profit organization communication by answering regional office phone calls, receiving scheduled visitors, picking up and distributing mail, and keeping the lines of email and digital media communication open and functional
- Maintain regional office records utilizing regional office equipment/files/devices and applications
- Maintain an online calendar of regional office activities and meetings as communicated/received
- Schedule Regional onsite church meetings
(To avoid meeting, and event scheduling conflicts)
- Produce and/or support publications necessary for the region, including but not limited to, Disciples Connect Newsletter, regional meetings, promotional materials, and GKC Regional Directory
- Provide assistance or support for GKC Regional committees and constituent groups
- Notify official lead & partners on upcoming events or meetings when applicable or as needed
- Communicate messages, alerts, monies, events and deadlines
- Assist or support financial groups handle funds when applicable
- Order & track inventory
- Save copies of various group reports & records for the GKC Regional Board & President/Partners, committees, and constituent/task groups
- Share or publish documents/copies that are relevant to our organization and partners

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➤ **ESSENTIAL FINANCIAL SUPPORT:**

- Assist with invoices as received and have Check/Transfer Request Forms reviewed, authorized before submitting to financial services
- Publish financial documents for Budget & Finance Committee Meetings as received
- Publish Zoom meeting reminders for Budget & Finance Committee Meetings as they are communicated
- Support with online contribution and fees or records when applicable
- Support and submit staff time sheets/invoices/payable forms to financial manager
- Follow up on with DTS in the event that check/transfer/invoice concerns arise
- Assist or support with records contributions on an Excel spreadsheet upon request

➤ **OTHER JOB FUNCTIONS/EXPECTATIONS:**

- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and manner for the church environment
- Maintain confidentiality by not disclosing sensitive and personal information
- Demonstrate effective human relations and communication skills
- Exhibit dependability, punctuality, and consistent attendance
- Have the ability to receive and/or return phone calls, emails and/or texts in a timely manner
- Maintain regular communication with the Regional Minister & President
- Encourage an atmosphere of team participation by attending monthly staff meetings and other meetings scheduled by the Regional Minister & President
- Cc' Regional Minister on important office email communications or email notifications that need review & approvals
- Adhere to good safety practices
- Perform other duties as assigned

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➤ **Additional Actions/Support**

- Working closely with commission groups, committees, constituent groups and regional board
- Scheduling meetings
- Keeping record of lead meetings/processes and procedures & changes
- Financial support for onboard & new hires
- Assistance with back ground checks & confidential document distribution
- Distribution both electronic and USPS mailing for varied group certifications, verifications & tax exempt and 501c3 certificates
- Engaging/building rapport with 78 establishments/offices/officials & connected organized networks

➤ **Supporting All Groups & Positions Mentioned Below**

- Regional Minister & President
- Board Moderator
- Board Vice Moderator
- Board Secretary
- Board Treasurer
- Greater Kansas City Regional Employed Staff
- Tall Oaks Executive Director
- Commission on Ordination and Standing
- Commission on Standing
- Commissioned Ministry Commission Chair
- Women's Ministry Cabinet & (President)
- MOKAN Fellowship
- Ministry with Young Disciples Chair
- Camp and Conference Leads
- Youth Ministry Leads
- New Church Ministry Regional Minister
- Community and Global
- Mission Ministries
- Continuing Education/Boundaries & Pro-Reconciliation/Anti-Racism Trainers & Participants
- Congregational Stewardship Development
- Stewardship
- Human Resources/Personnel Chair
- Human Resources/Personnel Leads
- Design/By-Laws/Constitution Leads
- In-house and outsourced assigned Regional Staff

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