

## **Added Document - ROM Support, Management & Initiatives**

### **General Duties (Broad areas may be specified to provide examples/understanding)**

- Collaborating with NPF partners and clergy, lay leaders, volunteers, members, general public to achieve common goals and objectives supported by the regional office.
- Assisting with the development and implementation of plans for the region
- Supporting the region's financial secretary.
- Supervising and training/guiding staff, volunteers, and other personnel.
- Overseeing the implementation of policies and procedures, and ensuring compliance
- Representing the region and the organization at events, conferences, and other gatherings.
- Maintaining the records and documents of the congregation, including minutes of meetings and membership lists.
- Coordinating the scheduling and preparation of events, services, and activities.
- Managing the correspondence of the congregation, including responding to inquiries and requests.
- Assisting events/workshops/meetings with the preparation and distribution of materials, such as flyers, online registration, and planning
- Providing support to the Regional Minister and other members, partners, and the general public.
- Assist & Support in publishing, drafting, troubleshooting, and maintaining the region's website and social networks.
- Developing and implementing a digital & physical communications strategy which includes email campaigns and online ads.
- Assist & Support writing and editing content for the regional digital platforms, such as blog posts, articles, workshops, friendly reminder meetings, and events.
- Monitoring and analyzing website traffic and engagement metrics and using the data to inform future strategies.
- Responding to comments and questions from website visitors, the general public, clergy, and the region's congregations.
- Implementing, recording, maintaining, and supporting security measures. For example, drafting and communicating tips when receiving spam or suspicious emails, purchasing and installing security devices

### **Financial Support**

- Assist & Support online registrations and payments, checks/money that is mailed or delivered to the office.
- Assisting, supporting, and recording any financial policies and procedures to ensure accountability and transparency. For example check requests, invoices, and office expenses made for the regional office.
- Assisting & Supporting - Regional Staff onboard/new hire documentation and submissions for approvals.
- Recording, publishing/sharing financial statements, and gathering approvals for records and reports that are received by our office. For example Financial reports that are posted for meetings or invoices that need to be paid for services rendered or organization's

compliance. This includes ensuring that all financial transactions are properly recorded and reconciled.

### **Supporting the regional minister in carrying out their duties and responsibilities**

Collaborating with the minister in developing and implementing plans for the region's ministry and outreach activities and specific individuals who need support.

Assisting & supporting invoices and approvals for financial stability for example but not limited to the following; check requests and organization documents that need to be paid and recorded. Providing administrative support to the minister, such as scheduling appointments and or requests that are requested or pending.

Representing the region and the organization in the absence of the minister.

### **Supporting and carrying through duties and helpful tasks that are left open until the positions are filled.**

**Financial Position Transitional Support:** Jessica Lopez & Gwen Brown for Paula Diehl

**Web Design- Transitional Support:** Rev. Rose-Heim & Jessica Lopez for Mauricio Acosta

**Web Communication Transitional Support** – Pending Transition (Duties currently filled by Rev. Rose-Heim & Jessica Lopez)

**Other GKC Staff Positions-** Camp Coordinator, Ministry & Innovation

**Merriam Church Secretary**-Pending Transition – Applicable requests currently supported by Jessica Lopez & Merriam Church lay leaders, members & volunteers

### **Collaborative Projects & Support that entail similar duties & include learning, training, and communication**

Standing Commission- **Caspio**-Office Data Collection & Reporting

Regional Administrators & Congregation Reporting- **Alex**

Kansas Leadership **Core Team**- Leadership Edge/Communication and Reporting