

# Minnesota Conference of the United Church of Christ

## Position Description

**Job Title:** Part-time Administrative Assistant to the Associate Conference Minister of Faith Formation for Children and Youth (Part time)

**FLSA Status:** Non-exempt

**Prepared By:** Kevin Brown

**Approved By:** Rev. Shari Prestemon, Conference Minister

**Revision Date:** August 2017

### POSITION OVERVIEW:

This part-time, 20 hours per week position provides administrative support for the children and youth ministries of the Minnesota Conference United Church of Christ. In addition, this position functions as the registrar for Pilgrim Point Camp & Retreats. This position works closely with and reports to the Associate Conference Minister of Faith Formation for Children and Youth (ACMFFCY).

### KEY ACCOUNTABILITIES:

Provide administrative support services to assist the ACMFFCY (20%)

- Provide support services for the ACMFFCY, such as word processing, copying, filing, record keeping, and mailing
- Assist the ACMFFCY with calendar and schedule for Conference sponsored faith formation programs
- Assist the ACMFFCY with miscellaneous tasks as needed.

Support Minnesota Conference ministries with children and youth. (40%)

- Build and maintain a communication network for children and youth ministry leaders throughout the Minnesota Conference
- Coordinate communication between the Conference and local congregational faith formation leaders, including promotion and publicity for Conference sponsored events and highlighting the ministries of the local churches
- Maintain the web and social media presence for faith formation programs of the Minnesota Conference in consultation with other Conference communications staff
- Provide administrative support for conferences, training programs and events of the Conference

Act as registrar for Pilgrim Point Camp & Retreats (40%)

- Manage registration for all Conference sponsored camps, retreats, and trainings
- Communicate with congregational leaders, campers, and retreat participants regarding their participation and registration information for Pilgrim Point
- Manage the web and social media presence for Pilgrim Point
- Produce print materials needed for Conference sponsored programs at Pilgrim Point
- Coordinate production of promotional/marketing materials and time line

#### General Administrative Duties

- Provide back-up and assistance as needed to other support staff
- Attend all-staff meetings as requested
- All other duties as requested and necessary

#### **ESSENTIAL QUALIFICATIONS/REQUIREMENTS:**

##### Education/Experience: (Include any required licensure/certifications)

- High school diploma or equivalent.
- Minimum of one year experience providing clerical/administrative support.
- Experience in church or non-profit settings preferred.

##### Competencies:

- Strong interpersonal skills, professional demeanor, and cultural competency
- Able to work independently and reorganize tasks into order of priority as needs arise
- Willingness to collaborate and function as part of a team
- Ability to relate well to the diverse constituency of the Minnesota Conference staff and volunteers
- Maintain confidentiality and appropriately handle confidential information
- Alignment with the core values of the Minnesota Conference of the United Church of Christ and comfort working within a faith-based organization

##### Skills/Abilities:

- Experience managing a variety of social media platforms
- Intermediate experience developing and maintaining websites
- Proficient with Microsoft Office with (Word, Publisher, Excel, Outlook)
- Ability to operate office equipment and machines

##### Additional Requirements:

- Must be able to pass a criminal background check without restrictions.

#### **CALL STATUS AND ACCOUNTABILITY (REPORTS TO):**

Reports to the Associate Conference Minister of Faith Formation for Children and Youth. Position is also accountable to the Conference Minister of the Minnesota Conference United Church of Christ.

#### **POSITION LOCATION:**

An office cubicle is provided in the offices of the Minnesota Conference United Church of Christ, 122 W. Franklin Avenue, Suite 323, Minneapolis, MN 55404.

#### **APPLICATION PROCESS:**

Submit cover letter and resumé to [kevinb@uccmn.org](mailto:kevinb@uccmn.org) by September 8, 2017.