

Administrative Assistant

North Carolina Conference of the United Methodist Church

– Center for Leadership Excellence

Job Title: Administrative Assistant, Center for Leadership Excellence

Hours: 25 hours/week (flexible, except during scheduled Center events)

Position Reports to: Director – Center of Leadership Excellence

Integral Role: The ideal candidate will have a **positive team spirit** and will **think proactively** about program and event needs. As part of an active and small office, the Administrative Assistant must embrace a wide variety of work, and thrive on **managing details** with accuracy. Strong **verbal and written communication skills** are necessary.

The Administrative Assistant will work closely with the Director, other Connectional Ministry staff, and Treasurer's Office staff on implementation of all programs as well as completing administrative duties to ensure a smooth running office.

Finance: Fill out requisition forms and deposit slips, copy materials for records. Responsible for maintaining tuition records for all programs including: Days of Learning, Leadership Fellows, Project Bountiful, Interim Ministry Training, and the NC Preaching Festival. Other duties include; coordination with Treasurer's office in balancing credit cards and depositing payments.

Executive Support: Schedule meetings and meeting rooms for Director and other Center for Leadership Excellence events. Proofread documents and publications.

Advisory Team Support: Take minutes at advisory team meetings, maintain communication with the Team and other NC Conference leadership regarding meeting schedules, assemble Team packets, and send Team meeting reminders.

Office Administration: Answer the Center's phone, respond to inquiries regarding the Center's programs and purpose, purchase office supplies, edit and update the website and proactively maintain current web information, coordinate video requests and communications support from the NC Conference Communications office, general office support, coordinate with NC Conference printing and copying center, and when necessary, work with external graphic designers and other contractors. With NC Conference IT office, maintain donor list and the current database of event and program participants.

Graphic Design—In coordination with the NC Conference Communications Director, create materials such as programs, e-blasts, certificates, and flyers in Microsoft Publisher. Creating and distributing the quarterly Newsletter, blogs, web-posts, and e-blasts for each event.

Event and Program Coordination—Organize, manage and execute event details, assist faculty and guest speakers in class and/or event preparation for all Center events and programs. Prepare all meeting materials, nametags, handouts and logistics. Responsible for maintaining registration data, tuition records, attendance records, vendor payment records and all other requests to ensure a smooth running program or event. Responsible for room and catering reservations. Other details include website registration setup and maintenance, collection of registration fees and tuitions payments.

Working Environment: Computer and office/cubicle position
Occasional travel for events