

WISCONSIN ANNUAL CONFERENCE OF THE UNITED METHODIST CHURCH



Administrative Assistant

The Wisconsin Annual Conference of The United Methodist Church is excited to announce the search for an Administrative Assistant supporting the Ministry and Outreach and Congregational Development Offices. This role is responsible for providing office management and administrative support to the offices of ministry, outreach, and congregational development. The Administrative Assistant is responsible for collaborating with internal and external partners as well as providing additional support to other conference ministries. This position works onsite in the conference office.

The Wisconsin Annual Conference of The United Methodist Church fulfills its mission through the ministry of more than 81,000 United Methodists in 458 local congregations, served by the Bishop, the Conference Center in Sun Prairie, five districts served by a district superintendent and 77 circuits served by dedicated and devoted clergy and laity leaders. The Conference seeks to inspire and equip local faith communities to develop disciples of Jesus Christ for the transformation of the world through partnering with communities, advocating to transform systems that disenfranchise, marginalize, and oppress.

Primary Roles:

- Performs administrative duties, including maintaining proper files, calendars, arranging meetings, making travel arrangements, and communicating with internal and external clients and constituents of The United Methodist Church (UMC).
- Coordinates and manages all hospitality needs for the conference office including greeting and caring for those coming to the office, ensuring an appropriate supply of food and beverages for visitors and meetings, arranging any catering needs, sending of cards to clergy or staff as directed by the bishop, and arranging appropriate hospitality for visiting bishops and spouses or other guests of the annual conference.
- Serves as initial point of contact for the conference office responding to emails, calls, and other correspondence.
- Tracks and maintains registration systems for annual conference and other conference wide events.
- Develops, customizes, and distributes reports needed to track registrations.
- Supports the administrative needs for the Director of Ministry and Outreach, Director of Congregational Development, and supports the coordination of various conference projects, programs, and meetings.
- Prepares and submits expense vouchers and tracks expenses, receipts, and reimbursements.
- Manages databases and IT information needed for ministry, outreach, and congregational development offices.
- Oversees and maintains confidential background checks for volunteers in mission and camping summer staff.
- Maintains second floor common areas (refrigerator, coffee, supplies, bulletin boards, tables).
- General office duties as assigned.

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Qualifications:

- High School diploma required.
- 1 to 2 years' experience performing administrative duties required, 3 to 5 years preferred.
- High level of proficiency with MS Office products including Outlook, Word, Excel, PowerPoint, Publisher, and video conferencing.
- Knowledge of administrative procedures required.
- Knowledge of basic arithmetic to make calculations, balance and reconcile figures, and make changes accurately.
- Excellent verbal and written communication skills.
- Efficient and effective organizational skills.
- Ability to work occasional nights and/or weekends as needed.
- Ability to maintain a strict level of confidentiality.

The Wisconsin Annual Conference is an Equal Opportunity Employer and actively seeks and encourages applications from minorities, women, and individuals with disabilities. All offers of employment are subject to the applicant successfully completing background, reference, and other applicable checks.

Email resume and cover letter to jobs@gcfa.org

Closing Date: December 17, 2021

No Staffing Agencies or Recruitment Firms