

| | |
|---|--|
| Job Title: District Resource Assistant | Salary Range: Minimum = \$28,300 Midpoint = \$35,400 Maximum = \$42,500 |
| Department: Cabinet Assistant Team | |
| Supervisor: District Superintendent | Salary Grade: F |
| Hours: 35 | FSLA: Full-time, non-exempt |

Summary: Works with the District Superintendent in fulfilling the District Office's mission, vision and goals in ministry to the District clergy and congregations.

Essential Duties and Responsibilities include the following. Other duties will be assigned as needed.

- Able to resource the District Superintendent, pastors, church leaders, laity and District teams and assist with general and complex inquiries.
- Manages and completes tasks and projects of varying size and complexity in accordance with standards of excellence.
- Have proficiency in understanding the United Methodist structure, polity and doctrine. Understand United Methodist terminology, processes, and able to use United Methodist resources such as the UM Book of Discipline, the EPA Annual Conference Journal, UM general agency websites and other resources.
- Provides clerical assistance and administrative support to the District Superintendent.
- Maintains the District Superintendent's schedule. Schedules meetings and appointments for the District Superintendent.
- May be appointed by the District Superintendent as minute-taker for District Nominating Committee.
- Creates forms and schedules to assist the District Superintendent in tracking information related to the function of the District Office.
- Regularly sends communication to local churches relative to conference-wide deadlines for items such as year-end reports, charge conference documents and forms, compensation forms, appointment advisory forms, church officer's lists and annual conference registration.
- Generates district-wide communication and standard documents. Manages all District-wide e-communications in accordance with the District mission, vision and goals. Maintains a tone of Christian respect, compassion and dignity of all persons in communication content and methods.
- Generates district-wide communications and standard items on behalf of the Cabinet and Conference staff.
- Composes and types routine correspondence and emails.
- Answers phone and maintains record of calls and messages.
- Greets scheduled visitors.
- Ensures that the District office is a hospitable and welcoming environment for all guests and visitors.
- Maintains stock of essential office supplies. Manages upkeep of office equipment and facility.
- Organizes and maintains file system, and files correspondence and other records.

- Handles light bookkeeping and basic accounting practices for District funds and budget. Reconciles bank and credit card statements, processes bills and able to maintain security practices regarding District financial procedures.
- Receives and processes requests for all district level events.
- Coordinates the set-up, logistics, registration and support of all district level events.
- Attends District and Conference events as needed.
- Assists the District Superintendent and Executive Team members in the development of district-level resourcing events such as workshops, trainings and conferences.
- Collaborates with the Cabinet, other administrative assistants and Conference staff in the creation of more effective ways of functioning as a team.
- Coordinates with Pension and Health Benefits Office to keep compensation and benefits packages current, including mid-year changes.
- Inputs change notice information into conference database and help maintain two databases concurrently.
- Work with the Cabinet, other DRAs and the Conference Administrative Work Team to standardize practices relative to such matters as change notices, database updates and moving expenses.
- Work with the District Superintendents, the Bishop's Office, and the BOOM in the facilitation of clergy transfers from other conferences/denominations by researching information needed for checking credentials, arranging for transfer of records, etc.
- Able to maintain strict confidence of all sensitive matters related to the work of the District Superintendent, the District Office and the Conference Office.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

A minimum of a completed college education with an Associate Degree in liberal arts or equivalent. One to three years related experience and/or training; or equivalent combination of education and experience.

Other Qualifications

Our desire is for persons with self-motivation, able to work and complete tasks independently without direct, daily supervision. Desire fluently bilingual (Spanish) both oral and written, though not required.

Language Skills

Ability to read and interpret documents such as the UMC Book of Discipline, organizational documents, meeting minutes, operating and maintenance instructions, and procedure manuals. Ability to compose correspondence and communications with

proficiency using appropriate language, formatting and lay out design. Ability to edit and revise documents for grammar and accuracy.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have advanced knowledge and competency of spreadsheet, word processing and PowerPoint presentation software, and have fundamental skills in website design, construction and maintenance. An individual should have knowledge and competency in online document sharing, online information retrieval and be able to implement general cyber security practices. An individual must also be able to use all office equipment related to the function of the District Office, such as wireless internet routers, copiers, fax machines, scanning machines and external computer hardware. An individual must be able to learn and use the Conference database systems.

Physical Demands

While performing the duties of this ministry, the employee is regularly required to sit. The employee must occasionally lift and/or move up to 25 pounds. The employee must occasionally travel one hour or more to attend or support District or Conference events. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Collects and researches data; uses intuition and experience to complement data.

Confidential – Receives and processes extremely confidential information, maintaining confidentiality throughout employment without exception.

Design - Generates creative solutions; uses feedback to modify designs; demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; works well in group problem solving situations.

Technical Skills - Strives to continuously build knowledge and skills; shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; Responds to requests for service and assistance; meets commitments.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork - Willingness to be part of a team; balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed. Strives for excellence.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Displays ability to multi-task.

Diversity - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment. Has attended or will attend the Changing Racism Workshop within the first 6 months of employment.

Ethics - Treats people with respect; works with integrity and ethically; upholds values of the United Methodist Church. Avoid and discourage gossip.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; is committed to the mission and vision of The Eastern Pennsylvania Conference; supports the District's and Conference's goals and values.

Judgment - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process. Communicates with staff members clearly and honestly.

Motivation - Demonstrates persistence and overcomes obstacles; measures self against standard of excellence.

Planning/Organizing - Uses time efficiently; plans for additional resources.

Professionalism - Reacts well under pressure; treats others with respect and consideration regardless of their status or position; follows through on commitments. Reflects God's presence in the ministry of the District and Conference office.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; Applies feedback to improve performance; monitors own work to ensure quality.

Quantity - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Dependability - Follows instructions by responding to management direction; keeps commitments.

Initiative - Volunteers readily; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed.

Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas.