|  |  |
| --- | --- |
| **Job Title:** Support Associate **–** Administrive Assistant | **Salary Range:** Minimum = $28,300  Midpoint = $35,400 Maximum = $42,500 |
| **Department:** Administrative Work Team |
| **Supervisor:** Director of Human Resources and Administrative Ministries | **Salary Grade:** F |
| **Hours:** 35  | **FSLA:** Full-time, non-exempt |

**Summary** The Administrative Support Associate will act as administrative assistant for the office and manage the database systems. With the help of the programmers, the associate will develop needed changes in the database and help inform other staff of any new processes. They will assist programmers with audits of database, enter data into computer, and act as Office Administrative Assistant.

**Essential Duties and Responsibilities** include the following. This is a Team position and other duties will be assigned as needed.

* Maintain and update all databases, including but not limited to updating system codes for Officers Lists; Mailing Lists; Email Lists and Resolution Database.
* Create and run queries to print out as labels and listings for committees, boards and agencies.
* Handle database purges.
* Process New Church Starts and act as Liaison with GCFA.
* Work with the DRA’s to maintain high standards in data accuracy.
* Enter, Maintain, Troubleshoots, and Respond to inquiries regarding data.
* Maintain office phone system (Broadview VoIP), email system (google apps), and work with vendors for purchasing and maintenance of office equipment.
* Answer phones, respond to e-mails, scan and fax documents, make appointments, order meals, coordinate office maintenance, etc.
* Help to prepare material for large mailings that includes folding, inserting, labeling and metering.
* Order and maintain hospitality area supplies.
* Order and maintain office and mailing supplies.
* Handles all aspects of Annual Conference Registration.
* Works with the Annual Conference Secretary and Oversees all aspects of the preparation of the Annual Conference Journal including printing and mailing
* Runs the queries for each Journal section, checks for accuracy, makes necessary changes in the database, and forwards each section to the Desktop Publisher.
* Researches printing options, obtains quotes, submits quotes to treasurer and establishes printing agreement for *Journal*
* Assists in the planning of Events, including Annual Conference. Meet with other staff in regards to the many facets of Annual Conference (i.e. registration, hotel arrangements, parking, signs, workshops, meals). Attends Conference Session’s meetings.
* Process credit cards – complete Credit Card Authorization Form for all credit card charges that come in via phone, run credit card charge through Authorize.net system, black out credit card number (keep last 4 digits), copy form, shred original form, file copy
* Process disbursements – prepare a Disbursement Request form for all cancelled and duplicate registrations, ensure proper documentation is provided, forward to Support Associate - Finance
* Compiles the Annual Conference notebook that is given to each person registered (general information, resolutions/reports/advertisements.)
* Gathers information for and work with Desktop Publisher on the Annual Conference registration booklet.
* Participates in the preparation for Annual Conference and attends the event as part of the Administrative Work Team.
* Coordinate special meals needed (Vegan, Vegetarian, Gluten-Free) and work with Caterer.
* Participates in the preparation for Annual Conference and attends the event as part of the Administrative Work Team.