



UNITED METHODISTS OF GREATER NEW JERSEY

Title: Regional Administrator

Classification: Non-Exempt

Band Description: Administrative

Supervisor: Executive Director of Administrative Services

GNJ employees through their work help fulfill our mission: recruit and develop transformational leaders to make disciples and grow vital congregations to transform the world.

GNJ values as an organization and in its employees

- *innovation and risk taking*
- *excellence in its ministry and service*
- *compassionate and just service*
- *diversity*
- *collaboration*

United Methodists of Greater New Jersey view all employees as leaders who are critical to the mission, capable of growth and valued.

Position Summary

The primary responsibility of the Regional Administrator is to provide administrative support to the District Superintendents of the assigned region. The Regional Administrator serves as the connection between the district/regional office and the local congregations by resourcing and providing support to the churches, pastors, and laity.

Essential Functions

- Administratively support District Superintendents assigned to the region so that they may serve as the missional strategists of EPA&GNJ.
- Effectively resource, support, and build relationships with the local congregations so that they feel engaged and aligned with the Conference.
- Coordinate, organize, and attend district/regional meetings and events (such as church conferences, workshops, trainings, and regional meetings) so that the local congregations are resourced and trained to conduct the business and ministries of the church.
- Ensure churches fully and accurately complete yearly reports on time.
- Maintain electronic files and databases including Arena, EBridge, and internal drives so that all information is current, relevant, and accessible.

Organization Responsibilities

- Serve as a participant for projects as assigned
- Assist in EPA&GNJ meetings and events
- Cover phones and provide hospitality at the reception desk as needed

Core Competencies

- Committed to continuously grow in intercultural competence
- Build and maintain relationships that are rooted in honesty, integrity and honor confidentiality
- Work cooperatively with others to produce innovative solutions
- Communicate clearly and accurately, in writing and orally, with unifying messages that motivates people to action
- Attend to details and deadlines
- Willingness to continue to learn and develop skills
- Provide gracious hospitality

Qualification

- Highly proficient in Microsoft Office Suite and Adobe Acrobat
- Three or more years in an office or similar work environment

Education

- High School degree with some college or related experience

Travel

The position requires some evening and weekend responsibilities with some travel outside the region.

This position works in a hybrid model from the main office located in Neptune, NJ

Employee Name:

Employee Signature: _____

Date: _____

Supervisor Name:

Supervisor Signature: _____

Date: _____