



## POSITION DESCRIPTION

<b>Title:</b>	Administrative Assistant to the Bishop and to the Executive Assistant to the Bishop/Director of Connectional Ministries
<b>FLSA Classification:</b>	Salary
<b>ACA Classification:</b>	Regular Full-Time
<b>SUPERVISOR:</b>	Bishop
<b>DAY-TO-DAY MANAGER:</b>	Executive Assistant to the Bishop/Director of Connectional Ministries
<b>DATE OF LAST REVISION:</b>	July 11, 2023

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### Summary/Objective

To provide administrative support for the Bishop and the Episcopal Office, including the Executive Assistant to the Bishop/Director of Connectional Ministries, in addition to other duties as assigned.

### Essential Functions

- Administrative Support:
  - Maintain daily appointment calendars and keep detailed notes about upcoming meetings and events for the Bishop and the Executive Assistant to the Bishop
  - Composing, preparation and distribution of correspondence on behalf of the Bishop and Episcopal Office
  - In collaboration with the Executive Assistant to the Bishop, scheduling of appointments and meetings for the Bishop, including the Bishop's preaching calendar
  - Regular periodic meeting with the Bishop to prepare for upcoming events, meetings, projects and correspondence needed
  - Maintaining of files for confidential personnel matters, correspondence, minutes and other items
  - Coordination and care for the Bishop's travel, lodging and meeting needs (i.e. preparation of a meeting/travel folder including details for the meeting, event or preaching opportunity)
  - Tracking of retirements, transfers, and disaffiliations for Annual Conference
  - Maintaining of Cabinet meeting archive
  - Collaborate with the Dean of Cabinet to coordinate Cabinet retreats and events
  - Preparation of Bishop's monthly expense report for GCFA
  - Preparation of Executive Assistant to the Bishop's monthly credit card report
  - Maintains supplies and other needs for the Episcopal Office, including the management of any budget for the same
  - Editing and assistance in compiling the Journal each year after Annual Conference
  - Attendance and support for the Bishop and the Episcopal Office during Annual Conference
- Hospitality on behalf of the Episcopal Office:
  - Greeting visitors
  - Meeting logistics (reservation of space, coordination of needed equipment, lodging, meals, etc.)
  - Answering and screening phone calls, voicemails and emails to the Bishop, directing to the Executive Assistant to the Bishop as appropriate
  - Responsible for sending gifts, flowers, cards on behalf of the Bishop and Episcopal Office when Conference staff members or key affiliated persons to the Conference have suffered a loss in their family or are hospitalized

- Maintains a list of birthdays and anniversaries of Cabinet and Conference leadership and staff
- Maintains schedule for the Episcopal Conference Room
- Attendance at meetings or events as requested by the Bishop or Executive Assistant to the Bishop

**Supervisory Responsibilities (if any)**

None, except as noted above

**Other Duties**

- Represent the Annual Conference and the Episcopal Office at the annual gathering of Bishop’s Administrative Assistants, and any other meetings or events as requested by the Bishop or Executive Assistant to the Bishop
- Assist at Annual Conference Session or other off-site events as requested by the Bishop or Executive Assistant to the Bishop
- Assist Administrative team members with tasks as requested by the Bishop or Executive Assistant to the Bishop

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

**Competencies Required**

1. Supportive of the mission and ministry of the United Methodist Church
2. Commitment to the mission, vision and values of the Indiana Conference
3. Initiative
4. Time management skills
5. Team player
6. Dependability
7. High level of commitment to confidentiality
8. Communication proficiency, both oral and written
9. Computer savvy
10. Excellent typing and proofreading skills
11. Experience with database management, spreadsheets, event registration, word processing, financial reports

**Educational and Experience Preferences**

1. Bachelor’s degree or the equivalent of a four-year degree from an accredited learning institution is preferred
2. A minimum of 2 years performing duties of a like-nature to the position described herein, or in a position wherein the skills and experience are deemed transferrable and relative

**Work Environment and Travel Demands**

This position’s function and duties are performed in a professional office environment. The role requires the use of common office equipment such as computers, phones, photocopiers, scanners, filing (both physical and electronic) and fax machines. The position requires attendance in the Indiana Conference Center as determined by supervisor.

While performing the duties of this position, travel may be required for off-site events.

If you are interested in this position, please send your resume to [angela.byrd@inumc.org](mailto:angela.byrd@inumc.org).