



Job Title: Administrative Assistant – Equip

Status/Classification: Full time/Non-exempt

Reports to: Ministry Associate-Equip

Employer: Tennessee Conference of the United Methodist Church – the future Tennessee-Western Kentucky Conference of the United Methodist Church

Background: The Tennessee Conference of the United Methodist Church and the Memphis Conference of the United Methodist Church will form the new Tennessee-Western Kentucky Conference of the United Methodist Church on January 1, 2022. This new position will provide administrative support for the Ministry Associate-Equip position. We are looking to fill this position by January 4, 2022. The conference’s mission is to discover, equip, connect, and send lay and clergy leaders who shape congregations that offer Christ to a hurting world, one neighborhood at a time.

Summary of the position: The Administrative Assistant-Equip supports the work of the Ministry Associate-Equip and the Equip Strategy Team, encompassing work with the Board of Ordained Ministry and Board of Laity, in support of the process for credentialing lay and clergy candidates for ministry in the Tennessee-Western Kentucky Conference, continuing education, inclusive training and safe spaces, as well as, resourcing the additional ministries supported by the Equip Strategy Team, including but not limited to the Board of Higher Ed and Campus Ministry, Camping and Retreat Ministry, and Missional Innovation.

Qualifications and Skills:

- **Team mindset:** Ability to be a team player and work collaboratively; has a commitment to build covenant with the Equip team and staff.
- **Interpersonal Skills:** Capacity to work collegially and develop rapport with a wide diverse, variety of individuals and leaders.

- **Helping/Customer Service Orientation:** Demonstrate concern for, attend to the needs of, provide resources for the work of the Ministry Associate -Equip, associated boards, and candidates for ministry, and customers, both internal and external to the conference. Participate in a culture of hospitality and consistency for all processes associated with lay and clergy leadership development.
- **Mission Mindset:** Committed to the mission and ministry of the United Methodist Church; commitment to the mission, vision, and values of the TWK Annual Conference; United Methodist background preferred. Ability to articulate the meaning of connectionalism of the United Methodist Church.
- **Communication Skills:** Excellent verbal and written communication. Able to speak in a public forum.
- **Organizational Skills:** High ability to prioritize tasks and processes. Ability to plan, develop, and coordinate multiple tasks and projects
- **Time Management Skills:** Effective and efficient use of time, talent and resources.
- **Computer Savvy:** Proficient in the use of computers, including Microsoft Office. Working knowledge of databases.
- **Dependability:** Able to meet deadlines and be reliable.
- **Maintain confidences:** Commitment to complete confidentiality and high degree of integrity.
- **Faith:** Evidence of intentional discipleship and faith in Jesus Christ.
- **Church polity:** Knowledge of General, Jurisdictional, and Annual Conference Church polity.

Education and Experience Requirements:

- High school diploma or GED equivalent required with at least three years' work experience in an office setting. College degree and/or seminary education preferred.

Work Schedule, Number of Hours, & Compensation/Benefits:

- Full-time, typically Monday through Friday, occasional weekend work may be necessary.
- Must be able to work in a hybrid work environment – both remotely or in the conference center office in Nashville.
- Wage range \$19.23/hr to \$22/hr (\$40,000-\$45,760 annually)
- Fulltime employees are eligible for medical/dental/vision insurance on day one.
- Fulltime employees are eligible for 403(b) retirement savings plan on day one with a generous employer match of up to a 12% for an employee contribution of 3%.
- Vacation time and paid holidays.
- Professional, team working environment.

Responsibilities/Essential Functions:

1. Provides administrative support, such as coordinating schedules, reports, and meeting arrangements, for the Ministry Associate-Equip.

2. Provides administrative support for the Board of Ordained Ministry and Board of Laity, as directed by the Ministry Associate-Equip.
3. Provides administrative support for the Equip Strategy Team, which relates to several conference ministries, including:
 - Safe Spaces
 - Intentional Discipleship
 - Disability Concerns
 - Camp and Retreat
 - Higher Education & Campus Ministry
 - Children/Youth
 - Missional Innovation (Turner Center)
 - Board of Ordained Ministry
 - Board of Laity
 - Certified Lay Ministry
 - Spiritual Leadership Formation and Development
 - Certified Lay Servant
4. Handles paperwork and technical aspects of processes under the direction the Board of Ordained Ministry Chair, Board of Laity Chair, Equip Team Leader, and/or Ministry Associate-Equip for credentialing of candidates for ministry.
5. Maintains all files, both paper and electronic, regarding candidates for ministry.
6. Maintains records of trainings such as Safe Spaces training, Ethics training, and Inclusiveness training and other trainings determined necessary by the Ministry Associate-Equip or Equip Strategy team.
7. Provides information on background check processes.
8. Oversees event registrations, including annual conference events.
9. All other duties as assigned or required.

Non-essential Functions: May be required to support the work of other conference leaders, as directed.

Physical Requirements:

While performing the duties of this job, the employee will be in an office environment. The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, computer etc. The person in this position frequently communicates with the public and other co-workers on business related questions. Must be able to remain in a stationary position 50% of the time. Employee must occasionally lift or move office supplies or other items weighing up to 25 pounds. Minimal travel to

other conference locations in Middle or West Tennessee and Western Kentucky may be required. Ability to work remotely and in the office in a hybrid work environment.

Stipulations:

- Because of the Conference's non-profit status, its employees are not eligible for unemployment benefits.

Contact Information and Procedure:

Qualified applicants, please send a letter of interest and resume to careers@tnumc.com and specify that you are applying for **Administrative Assistant-Equip** position. Deadline for submission: **Tuesday, November 30th, 2021**. Job contingent on successful completion of references and background check.