

Creating vital congregations that make disciples of Jesus Christ, who make disciples equipped and sent to transform lives, communities, and the world.



Arkansas Annual Conference
Receptionist and Assistant to the Centers
January 3, 2020

Summary of the Position

The Receptionist and Office Assistant to the Centers serves as the receptionist for the Conference Office and provides clerical and logistical support for Conference Connectional Ministries, the Center for Multiplying Disciples and the Center for Communication as needed.

Major Responsibilities

- As Receptionist, manage the conference switchboard and Help Desk
- Provide clerical and logistical support for the Conference Connectional Ministry, Center for Communication and Center for Multiplying Disciples as needed
- Maintain adequate stock of office supplies for all Centers
- Maintain Conference calendar, schedule meetings, conference calls and catering services.
- Provide logistical support in the development and production of the yearly Pre-Conference and Conference Journals
- Other duties as assigned by the Administrative Assistant to the Assistant to the Bishop

Qualifications, Skills and Experience:

- Excellent organizational skills
- Competent in implementing and finalizing assignments
- Strong computer skills; proficient with Microsoft Office applications, InDesign and Google Drive, willing and able to learn new programs
- Ability and willingness to maintain confidentiality
- Able to create an atmosphere of hospitality, welcome and helpfulness when relating to all people
- Strong interpersonal and facilitation skills
- Ability to work independently and with minimal supervision
- Ability to work in a small team setting
- Working knowledge of The United Methodist Church structure, doctrine and polity

Accountability

The Administrative Assistant to the Assistant to the Bishop will directly supervise this position.

Compensation

The position of Receptionist and Office Assistant to the Centers is subject to the overtime provisions of the Fair Labor Standards Act and is therefore eligible to receive overtime compensation.

Working Schedule

Hours will be from 8:30am - 4:30 pm with a one-hour lunch break, Monday through Friday, except for holidays approved by the policies of the Arkansas Annual Conference. In addition, the Receptionist and Office Assistant to the Centers will be expected to attend Annual Conference and assist as needed.