

## **Greater Northwest Area of The United Methodist Church Position Description**

Job Title: Greater Northwest Area Office Administrative Assistant  
Location: Des Moines, Washington  
Supervisor: Bishop Elaine Stanovsky

### Accountability Statement

Under the supervision of the Greater Northwest resident bishop, this position is accountable for providing comprehensive, efficient, timely and confidential management and supporting services for the Greater Northwest Area Office and for the resident bishop.

### Nature and Background

The mission of The United Methodist Church is to make disciples of Jesus Christ for the transformation of the world. Bishops of the Church are charged with giving spiritual and temporal oversight to the church. The Administrative Assistant must be able to honor the purposes and mission of The United Methodist Church locally and globally.

The Administrative Assistant supports the resident bishop, who gives oversight to 450 United Methodist Churches and other ministries in Alaska, Idaho, Oregon, and Washington States, organized into three “conferences:” Alaska, Oregon-Idaho and Pacific Northwest. In addition, the bishop has responsibilities nationally and internationally. Because of the complexity and breadth of the bishop’s roles, the Administrative Assistant is responsible for a wide variety of tasks requiring both flexibility and a strong ability to focus and prioritize work.

The bishop’s office is the center of many programs, personnel issues, legal matters, outreach and public relations events. The bishop’s office is located in the Pacific Northwest Conference Center in Des Moines, Washington, where a staff team of more than one dozen full time employees manage other administrative, programmatic, and missional matters of the Greater Northwest Area. The work environment is collegial, demanding, faith centered, and rewarding as it offers leadership and support for the mission of The United Methodist Church in this area. The Administrative Assistant also maintains close working relationships with the Oregon-Idaho Annual Conference office in Portland, OR, and the Alaska Conference office in Anchorage and eleven district superintendents and their administrative assistants across the region.

Qualifications include, but are not limited to:

- I. **Capacity for independent and mature judgment while serving in a small team-focused system:** the complexity and confidentiality of the tasks inherent in this position,

combined with the bishop's frequent travel, requires the effective employee to exercise a considerable degree of independent judgment, while maintaining close collaboration with the bishop as well as other staff and volunteer members related to this office.

**II. Exceptional organizational skills, in order to:**

- a. Maintain focus and prioritize among competing urgent demands.
- b. Maintain the bishop's calendar of travel, speaking engagements, meetings and appointments.
- c. Arrange the bishop's travel, lodging and related matters.
- d. Prepare, send, receive and file materials pertinent to the bishop's role in various meetings, events, etc.
- e. Initiate, receive, organize and respond to mail and phone calls on timely basis.
- f. Generate, receive, organize and maintain files and data relevant to specific boards and agencies and maintain the minutes of the Alaska Leadership Team, the Oregon/Idaho and Pacific Northwest Cabinets.
- g. Sustain effectiveness in the midst of frequent interruptions and changes in priorities on top of a schedule that often exceeds a normal daily or weekly work schedule.
- h. Serve as a primary communication link for any disaster or crises communication that involves the episcopal office or any of the area conferences.

**III. Excellent human relations and communications skills, in order to:**

- a. Represent the hospitality, compassion and mission of The United Methodist Church.
- b. Interface between the bishop and the press as necessary.
- c. Clearly, and with emotional maturity, communicate with diverse persons and their needs as these come to the office of the bishop.
- d. Work collaboratively with a variety of persons and positions within the Greater Northwest Area and across the denomination and internationally, including community, academic, political and corporate leaders.
- e. Hold in absolute confidence all matters which have pastoral, personnel, fiscal or legal sensitivities.
- f. Represent the bishop and the mission of the church positively sometimes in the face of controversy, criticism and public scrutiny.
- g. Recruit, orient and supervise interns, part-time and volunteers.
- h. Lead the team of district administrative assistants in all three conferences for efficiency, accuracy, and consistency of records, data management, communication and administration.

**IV. Annual Conferences**

- a. Prepare clergy appointment lists in consultation with district superintendents.
- b. Correspond with clergy serving appointments in extension ministries requesting compensation and continuing education forms be submitted prior to annual conference sessions.
- c. Participate in Annual Conference planning meetings and manage tasks as assigned.
- d. Communicate instructions with ordinands and retirees and prepare, certificates, gifts, etc.

- e. Invite families of pastors who will be memorialized to a gathering with bishop prior to the memorial service
- f. Arrange travel and lodging for annual conference guests, coordinate all details for visit, and handle reimbursement of expenses incurred following visit.

**V. Basic and other office skills:**

- a. Maintain efficient system of office communications including phone, email, written and web-based platforms.
- b. Above average competency in the use of computers, including on-line functions, printers, scanners, copying and fax machines.
- c. Strong written and oral fluency in English.
- d. Manage finances of office by vouchering for payment of bills, reconciling credit card bill expenses, and submitting online expense reports monthly.
- e. Contribute to the maintenance of various databases (digital and paper) in collaboration with other staff.
- f. Maintain an overlapping system of records and files for several constituencies and purposes.
- g. Serve as a primary communication link for any disaster or crises communication that involves the episcopal office or any of the area conferences.
- h. Provide hospitality and administrative and meeting support to the cabinets and other groups as requested by the bishop.
- i. In collaboration with the Board of Ordained Ministry, perform multiple duties related to the making, reporting and documenting ministerial appointments within area conferences. These duties include supplying information to update data bases, files and journals and assisting to create the document entitled, "Business of the Annual Conference."

**Preferred, related skills and requirements:**

- a. Familiarity with or readiness to learn the system of The United Methodist Church at the local, regional and connectional level.
- b. Willingness and capacity to honor the purposes of The United Methodist Church at the local, regional and connectional level.
- c. Competency in a second language is desirable, especially Spanish, Tagalog, Korean, Tongan.
- d. Availability to participate in continuing education on an annual basis is expected
- e. Bachelor degree desirable
- f. Credit and criminal background checks required

This is a permanent, full time exempt position in the United Methodist Center in Des Moines, WA. Regular office hours are 9-5. Some projects and events require work outside the normal workweek and occasional travel. Salary range \$48,000 - \$58,000.

Benefits: Health Insurance for the employee  
403.B Retirement Savings

Death benefit and disability  
Continuing Education  
12 Paid Holidays  
Paid Vacation, per Conference policy