

## **Midwest Conference**

### **Position Description: Administrative Assistant**

The Administrative Assistant will provide general office support to the staff and ministries of the Midwest Conference (MWC). As a dedicated staff team, we work interdependently with a great deal of personal initiative, flexibility, and freedom to enthusiastically support the people, churches, and partner ministries of the MWC.

**Reports to:** Office Manager

#### **Primary Responsibilities**

Provide confidential and efficient administrative services to the staff through tasks such as phone and email correspondence, database updates, document preparation, event planning, and other requests.

Coordinate event details, such as processing event registrations and arranging lodging, meals, and travel, as needed. Coordinate and provide support to the MWC Executive Board for board meetings. Assist Office Manager in the planning of the MWC Annual Ministry Celebration. (Requires travel for two/three days within the Conference each Spring.)

Assist the Office Manager and Business Manager in various responsibilities as called upon. Attend staff meetings/retreats as requested.

#### **Knowledge, Skills and Abilities**

- Excellent interpersonal skills
- Effective oral and written communication skills
- Attention to detail, problem solving skills, and organizational skills
- Excellent time management and the ability to prioritize assignments
- Proficiency in Microsoft Office
- Previous office experience preferred

#### **Personal Attributes**

The Administrative Assistant must maintain strict confidentiality in performing office duties related to finances, personnel, clergy care and church relations. They must also demonstrate the following personal attributes:

- Dedicated Christ follower in alignment with the theology of the ECC and vision and mission of the MWC.
- Honesty and trustworthiness
- Respectfulness and team support
- Cultural awareness and sensitivity
- Creativity, flexibility, adaptability, cheerfulness
- Demonstrate sound work ethics, dependable
- Be a self-starter and able to work independently
- Ability to work well under pressure and able to accomplish multiple tasks with conflicting priorities and timelines
- Capacity to respond to and deal with a range of ad hoc queries/requests
- Experience in a ministry setting preferred
- Bachelor's degree preferred
- Familiarity with the Covenant Church a plus

Interested applicants may send their resume to Brandi Kejr at [office@midwestcovenant.org](mailto:office@midwestcovenant.org).

**This is a part-time, hourly position. A minimum of 10 hours per week will be expected. Compensation will be dependent upon skills and experience.**

The above statements are intended to describe the general responsibilities of the position. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.



***Churches working together to transform lives and communities  
by starting new churches, strengthening existing churches, and developing missional leaders.***