



RELIGION & RACE

General Commission on Religion and Race

THE UNITED METHODIST CHURCH

Executive Assistant for the Commission on Religion and Race (www.gcorr.org)

The ideal candidate must be exceptionally well organized, flexible, and resourceful and enjoy the challenges of supporting a small office of diverse people and programs. This person is expected to exercise initiative, good judgment and discretion related to the broad range of responsibilities lodged in the General Secretaries office. This person will be able to work independently with little or no supervision, confidentiality is also crucial to this role.

The successful candidate will have the ability to multi-task with supreme attention to detail and have the ability to think on their feet. This candidate will be able to schedule off-site board meetings and perform some project management functions. This person is expected to work cooperatively with staff in a team approach to the ministry of the Commission on Religion and Race.

Essential Functions:

1. Provide executive level administrative support for the General Secretary and Team Leader for Organizational Alignment which includes representing the interest of the General Secretary in meetings or events making decisions on behalf of the agency when necessary.
2. Manage the flow of all communications with the General Secretary's and Operations office; calls, emails and correspondence with an expert level of proficiency.
3. Serve as administrative manager of work throughout the office with volunteers, administrative staff, interns and temps.
4. Develop an efficient filing system to maintain expense records, travel records, speeches and speaking engagements.
5. Maintains accurate financial records for financial reports presented to the board.
6. Prepare expense form and check request in the financially accepted format for travel reimbursement of the General Secretary and Team Leaders
7. Maintain the General Secretary's and Team Leader for Organizational Alignment's daily as well as the master calendar for all staff; including scheduling travel domestic and international
8. Provide primary oversight of board meetings, including preparation of board meeting minutes and manage onsite administrative staff to complete meeting workload
9. Add value by keeping abreast of agency's mission, vision and progress of the strategic plan as well as a functional knowledge of The United Methodist Church structure and policy

Competencies

1. Technical Capacity – Computers, Office equipment and Software
2. Personal Effectiveness/Credibility.
3. Thoroughness.
4. Collaboration Skills.
5. Communication Proficiency.
6. Flexibility.

Required Skills and Experience:

- A Bachelors Degree or equivalent work experience
- 5 years experience in support at the executive level or 8-10 years related work experience
- Fluent in Spanish or French a plus but not required
- Self starter with a solid work history
- Must be able to work independently and effectively while demonstrating initiative
- Effective interpersonal skills with the ability to interact with persons at all levels, both verbally and in writing commensurate with a highly visible position
- Expert level proficiency in Microsoft Office applications (Access, Word, Excel, Outlook and PowerPoint)
- Must be able to work in Washington, DC, no paid relocation

Position Type and Expected Hours of Work

This is a full-time exempt position. Days and hours of work are Monday through Friday with a 35 hour work week.

Travel

15% travel is expected for this position.

Other Duties

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

Compensation

Salary range \$65+ depending on experience, retirement benefits, 22 days of paid vacation; sick leave, comprehensive medical, dental and accidental death insurance; other benefits as outlined in the Employee Personnel Manual. This is a full-time exempt position. The position is located in Washington, DC.

Procedure and Deadline:

Send a cover letter, resume and a writing sample by Monday, September 25, 2017

The position needs to be filled as soon as possible. Incomplete applicant information will not be considered.

Send applicant information to:

froberts@umcjustice.org

-or -

Ms. Frances J. Roberts, AGS Human Resources

100 Maryland Ave NE #224

Washington, DC 20002-5625