JOB OPPORTUNITY

DATE:	May 13, 2019
JOB TITLE:	**Administrative Assistant: Project Development, Implementation, and Support**
POSITION TYPE:	Full-Time
REPORTS TO:	Director of Connectional Ministries
DEPARTMENT:	RioTexas Mission Field Ministries
LOCATION:	United Methodist Center 16400 Huebner Rd, San Antonio, Texas
FLSA STATUS:	Non-Exempt

JOB SUMMARY:
The United Methodist Church Rio Texas Conference in San Antonio, Texas is accepting applications for a Full-Time Project Development, Implementation, and Support Administrative Assistant who will provide support to the following Mission Field Ministry offices: Connectional Ministries, Creating/Vitalizing Congregations, Developing Leaders, Mission, Service, and Justice Ministries. Duties include assisting the Directors of the Mission Field Ministries Office, welcoming visitors, event/meeting planning, travel arrangements, coordinating office needs with other support staff in a team-oriented environment. Applicants who possess strong Christian faith/values, a desire to serve others, and the ability to perform all duties with the support of the mission and ministry of the United Methodist Church and Conference are preferred. Bilingual in English and Spanish is a plus.

ESSENTIAL FUNCTIONS:
- Assists the Directors of the Mission Field Ministries office to ensure the department's mission, and goals are executed with Conference core values.
- Answer the phone and redirect calls when necessary.
- Handle assistance requests when appropriate, compose correspondence and other communications, proofread documents.
- Coordinate and make travel arrangements for Mission Field Ministries Directors and others as it relates to the work of this office.
- Coordinate and schedule meetings (this includes Zoom Conferencing and on-site meetings/programming) and coordinate with the Conference Center Receptionist who processes and secures room requests and Conference office calendar.
- Coordinate with the Communications and Media Office as needed to ensure the department's mission, and goals are executed with the Conference core values.
- Work with other support staff in the Mission Field Ministries office by coordinating when help is needed such as provide backup help during staff absences due to illness, vacation, etc.
- Gather and compile various forms of statistical information as directed.
- Basic bookkeeping experience.
- Document, prepare, and distribute meeting minutes to appropriate personnel.
- Maintain Mission Field Ministries Office files and records.
- Coordinate event planning for large and small groups including venue selection, equipment, lodging, registration, catering, development and reproduction of event materials, and act as a liaison between the Mission Field

Ministries Office and the event facilitator.

- Act as a liaison when necessary to the various District staff, District and Conference Committees, Vision Teams, congregations, clergy and laity.
- Complete duties as assigned to aid in the planning of Clergy Convocation, Annual Conference and other programs and events as requested by the Directors of the Mission Field Ministries Office.
- Research, compile, sort, organize and store information as requested by the Director of Leadership Vitality to assist in the planning and development of programming.
- Serve as a resource person to assist lay and clergy Conference organizational leaders with matters of Leadership Development within the structure of the Mission Field Ministries office.
- Complete other tasks and team-related duties as assigned including travel as needed.

This job summary should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

EDUCATION AND EXPERIENCE:

Associates or Bachelor's Degree preferred. Five or more years of administrative, clerical support, and basic bookkeeping or any equivalent combination of education and experience which has provided the requisite education, knowledge, skills, and abilities.

LICENSES AND CERTIFICATIONS:

Valid Texas Motor Vehicle License and auto insurance card.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to provide excellent mission field oriented service.
- Bi-lingual in English and Spanish a plus.
- Ability to meet attendance requirements as stated in the Employee Handbook.
- Experience in organization, setting priorities, goals, objectives, and meeting scheduled deadlines.
- Proficient in MS Word, Excel, Outlook, PowerPoint and able to learn and utilize online services such as Constant Contact, Zoom Conferencing, Basecamp, Planning Center, Wufoo, Mission InSite, meeting scheduling, and document transfer web services.
- Experience in a collaborative teamwork environment.
- Good process, facilitative, listening, and problem resolution skills.
- Ability to be self-motivating with good follow-through and multi-task effectively and efficiently.
- Capacity for discretion, independent judgment and ability to exercise confidentiality.
- Experience in planning travel, meetings retreats, workshops for individuals and groups. This includes the ability to plan catering as appropriate.
- Ability to represent the Directors of Mission Field Ministries Office and Conference policies as necessary in their absence.
- Ability to make decisions and resolve issues that may arise when the Directors are out of the office.
- Must be a self-starter, able to work independently and with limited supervision.
- Must be able to learn/understand the Conference culture, structure, networks and Districts in order to facilitate supportive resources of the ministry offices as listed above.
- Possess strong Christian faith/values, a strong innate desire to serve others and the ability to perform all duties with the support of the mission and ministry of the Rio Texas Conference of the United Methodist Church.

Please submit a cover letter, application and resume to:

Isabel Munoz, Associate Director of Human Resources
The United Methodist Church Rio Texas Conference
imunoz@riotexas.org
16400 Huebner Rd, San Antonio, TX 78248
210-408-4526 (Toll-Free) 888-349-4194

Additional questions may be directed to Isabel Munoz as noted above.