

## **Position Description**

**Administrative Coordinator**, Center for Clergy Excellence, Part-Time (25 hours weekly)

### **Purpose:**

- To ensure that the administrative ministry of the Center for Clergy Excellence and the Board of Ordained Ministry are effectively managed, so that the Conference can expand its capacity to make disciples of Jesus Christ for the transformation of the world.

### **Position Requirements:**

*Bachelor's Degree and/or extensive relevant experience in event management, bookkeeping, communications, office management.*

This person serving as the Administrative Coordinator shall have:

- Spiritual maturity (with a preference for those with familiarity with the structure and congruence with the ethos of The United Methodist Church), good communication skills, and outstanding relational skills
- A background of demonstrated project management ability, the ability to work within a collegial staff team, and the ability to manage time appropriately between responsibilities
- Able to offer a hospitable environment in both the office and in the various events offered by the CCE
- An aptitude for certain communication platforms (ZOOM and Webinars) and managing information systems

**Primary Responsibilities:** Working closely with the Director and Associate Director of the Center for Clergy Excellence, the Administrative Coordinator has particular responsibilities in coordinating the events and operations of the Center's ministry. The Administrative Coordinator works closely with the Business Office, the data management personnel in the Conference Center, the District Offices, GCFA/GBHEM, and vendors.

### **Position Objectives:**

1. **Event Coordination**
  - Oversee event logistics of Center programs (including BOM interviews, Licensing School, Provisional Residency, VCLP, and Ethics trainings)
  - Negotiate with vendors to secure and manage event resources (meeting space, meals, lodging, materials, etc.)
  - Support event leaders in designing and managing event registrations, budgets, evaluations
2. **Workflow Management**
  - Oversee the office needs for the Center, including purchasing supplies, monitoring equipment, and coordinating with the Conference Center's building management
3. **Financial Administration**
  - Collaborate with Director and Associate Director in the BOM and Center budget process
  - Manage the financial transactions of the Center and consult with the Director regularly to ensure good stewardship of resources
  - Manage reimbursement requests within the Center (Administrative Coordinator reimbursements will be managed by the Director)
  - Lead interface with the Business Office and vendors
4. **Administrative Support**
  - Work with Center staff to offer support to BOM teams in their duties, including digital file management, reservations/registrations, and meeting materials
  - Manage Center correspondence and messages, ensuring inquiries get to the appropriate responders