

Full-time Administrative Assistant
Virginia Conference of the United Methodist Church
Glen Allen, Virginia

The Virginia Conference is excited to announce a search for an Administrative Assistant. This role is responsible for providing administrative support to the Associate Director of Serving of the Virginia Conference. The Administrative Assistant is responsible for scheduling and offering meeting support appropriately. Must be proficient at formatting and writing documents, developing, and distributing meeting materials, facilitating travel arrangements, and creating and maintaining expense reports and budgets.

Primary Roles:

- Performs administrative duties, including maintaining proper files, calendars, arranging meetings, making travel arrangements, and communicating with internal and external clients and constituents.
- Assists in the management of budgets and coordinates expenses and reimbursement requests. Responsible for reconciling department credit card and billing and reporting any discrepancies.
- Coordinates meetings, including the preparation of meeting materials, drafting minutes, facilitating travel, and coordinating meeting logistics.
- Responsible for responding to emails and calls directed to the department inbox.
- Conducts frequent travel and expense report reconciliation.
- General office duties as assigned.

Qualifications:

- Bachelor's Degree is strongly preferred, with an emphasis on English, Religion, Business, or related subject.
- High level of proficiency with MS Office products including Outlook, Word, Excel, PowerPoint, and Publisher.
- Working knowledge of Canva or similar graphic design programs.
- Knowledge of general management principles and organizational policies and procedures.
- Knowledge of administrative procedures and excellent grammar, spelling, and punctuation skills.
- Working knowledge of The United Methodist Church and its polity is a plus.

The Virginia Conference of The United Methodist Church is an Equal Opportunity Employer and actively seeks and encourages applications from minorities, women, and individuals with disabilities. All offers of employment are subject to the applicant successfully completing background, reference, and other applicable checks.

Email resume and cover letter to jobs@gcfa.org

Closing Date: October 15, 2021