

The General Commission on Religion and Race

Executive Assistant

The General Commission on Religion and Race (GCORR) announces a search and invites inquires and applications for an Executive Assistant position. GCORR seeks a highly skilled professional to support and manage the Office of the General Secretary. The ideal candidate will effectively execute plans with keen attention to detail, accuracy, and timing, and will have proven experience in handling a wide range of administrative and executive support related duties. The Executive Assistant must be exceedingly well organized, flexible, and enjoy the administrative challenges of supporting an office of diverse people and programs within a fast-paced environment.

GCORR was formed to hold The United Methodist Church accountable in its commitment to reject the sin of racism in every aspect of the life of the church. While racism remains our primary focus, our perspective and partnerships reflect a broader context, which includes but not limited to the intersection of race and poverty, nationalism, tribal conflicts, gender discrimination, homophobia, disability, and generational bias—because we know all forms of oppression are connected, and they cannot be dismantled in isolation. Located on Capitol Hill in Washington, D.C., GCORR continues to champion diversity, equity, and inclusion; developing interculturally competent leaders; and catalyzing authentic community.

The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. The preferred candidate must be an articulate and effective communicator and be able to partner with many persons across the organization, locally as well as internationally.

Key Responsibilities:

- Provides executive support to the Office of the General Secretary handling inquiries, maintaining calendar, prioritizing, and delegating work, and overseeing general administrative office tasks. Participates in the planning, coordination, and implementation of goals and objectives of the General Secretary's office.
- Prepares complex written communications and provides daily verbal communication from the Office of the General Secretary. Converts written or spoken information from a source to another language identified: to the staff, constituents, and board members of GCORR, as needed with an external translator.
- Develops, implements, and maintains comprehensive board communication channels and relations, plans for Board Meetings that encourages full engagement and understanding of Board and GCORR activities. Coordinates Board meeting logistics, communications, and staff/member relations. Assists and supports the board onboarding process. Will support the Board Secretary in their tasks.
- Produces general correspondence reports and presentations. May create documents, take minutes at meetings, plan agendas, notices, and memos, and distribute them to the appropriate parties. Develops appropriate formats and checks for grammar punctuation and spelling.
- Organizes meeting and travel arrangements. Reserves transport and accommodations taking into consideration cost and timing implications. Ensures that the General Secretary Office receives necessary paperwork for travel tickets, confirmation numbers, and visas itineraries.

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Qualifications:

- Bachelor's Degree is required.
- 3+ years of relevant administrative experience and customer-service experience is required.
- Excellent interpersonal skills, including ability to resolve problems, manage projects, or achieve appropriate solutions.
- Excellent written and oral communication skills.
- Ability to handle a variety of key initiatives concurrently.
- Strong commitment to working with diverse teams.
- Previous experience using Microsoft Office products is required.
- Ability to travel, internationally and domestically, approximately 10-15% of the time, or as needed.
- Residence within 60 miles of Washington D.C. is required.

Link To Apply:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=13549&clientkey=D755FDDB246D5CD8832B88D96B77ABE4>

Closing Date: **November 10, 2021**

GCORR 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.

No Staffing Agencies or Recruitment Firms