

Executive Administrative Assistant to the Wisconsin Resident Bishop Episcopal Office

The Wisconsin Conference of The United Methodist Church announces a search for an Executive Administrative Assistant, providing administrative support to the Resident Bishop of the Wisconsin Conference and the Episcopal Office staff. This role is responsible for collaborating with internal and external partners to schedule and offer meeting support appropriately and is responsible for coordinating travel 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.

Responsibilities:

- Performs administrative duties, including maintaining proper files, calendars, arranging meetings, making travel arrangements, and communicating with internal and external clients and constituents of The United Methodist Church (UMC).
- Composes and coordinates correspondence for the Bishop and Episcopal Office staff as needed.
- Assists in the management of all Episcopal Office finances including Bishop's reimbursements, vouchers for the bishop's discretionary fund, and office transactions including GCFA transactions.
- Coordinates and manages all hospitality needs for the Episcopal Office including greeting and caring for those coming to the office, assuring an appropriate supply of food and beverages for visitors and meetings, arranging any catering needs, sending of cards to clergy or staff as directed by the bishop, and arranging appropriate hospitality for visiting bishops and spouses or other guests of the Conference.
- Responsible for responding to emails and calls directed to the Episcopal Office Inbox.
- Generate and/or analyze operational reports and communicate findings and recommendations in relation to the United Methodist Book of Discipline.
- Assist in the Annual Conference duties, including, but not be limited to, collection of clergy profiles, creation of appointment lists, creation of appropriate certificates (elders, retirees, etc.) and attending plenary sessions to keep track of follow-up items that need to be cared for by the bishop.
- Responsible for completing I-9's at the Conference.
- General office duties as assigned.

Qualifications:

- Bachelor's Degree is required, with an emphasis in English, Business or related subject.
- Four to six years' experience performing administrative duties is required, executive experience preferred.
- High level of proficiency with MS Office products including Outlook, Word, Excel, PowerPoint, Publisher, and video conferencing.
- Knowledge of general management principles and organizational policies and procedures.
- Knowledge of administrative procedures.
- Proficiency with grammar, spelling, and punctuation.
- Knowledge of basic arithmetic to make calculations, balance and reconcile figures, and make changes accurately.
- Excellent verbal and written communication skills.
- Efficient and effective organizational skills.
- Ability to maintain a strict level of confidentiality.

Email resume and cover letter to jobs@gcfa.org.

Closing Date: October 7, 2022

The Wisconsin Conference 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