

Part-Time Administrative Assistant Christian Church (Disciples of Christ) Michigan Region



Position Summary:

The part-time Administrative Assistant position provides support for the Michigan Region of the Christian Church, Disciples of Christ (CCMR) at the regional office in Lansing, 2820 Covington Court in Lansing, Michigan. The Administrative Assistant reports directly to the Regional Minister and the Personnel Commission chairperson and is required to work both at the regional office and remotely when necessary.

Essential Position Duties and Responsibilities:

- Providing administrative support to the Regional Minister, including planning and management of Regional Meetings & Calendar for all scheduled meetings, conferences, workshops and assemblies.
- Daily office management
- Daily building management
- Marketing work to promote Regional events
- Regular meetings with the Regional Minister
- Attend to regular financial responsibilities
- Yearbook report out to all congregations
- Send out and receive back Clergy Standing forms
- Gifts/payroll management for tax purposes
- Prepare Agenda for Regional board meetings and attend
- Provide support for camp
- Prepare for Clergy Retreat
- Prepare for and attend Regional Assembly
- Fellowship with other Regions (Ministers, officials, etc.)
- Meet and set up housing for special events- Covid dependent
- Assist various Commissions of the Region
- Assist various Districts
- Travel at times to events

Position Requirements:

- Christian
- Kind
- Friendly
- Loving
- Able to pray (including with people on the phone and in person)
- Have to love (even if you don't really like someone)
- The ability to negotiate with vendors for best pricing on services & products
- The ability to work with all types of people
- The ability to keep confidences
- Must be flexible
- Organized
- Helping to make sure that everyone is treated fairly, including resource people, i.e. – acting attorney for region
- Typing skills: 60-70 wpm
- Computer skills, including use of Microsoft Office Suite (including ; Publisher, Excel, Access, Word)
- Adding machine skills
- Exemplary phone etiquette skills
- Office management experience
- Some college experience or similar
- Good writing and editing skills

Please submit a cover letter, current resume, and contact information for three (3) non-related, professional references when applying. Review of applications will begin immediately and continue until September 19th, 2020 or until position is filled. E-mail to: juliedrews@hotmail.com

Hiring for this position is contingent on the availability of funding and/or available budget dollars.

CCMR meets fully its obligation of nondiscrimination under federal and state laws and is actively committed to diversity in its workplace. Employment will require a criminal background check.

Title:

Administrative Assistant, Christian Church (Disciples of Christ) Michigan Region

Request From:

Julie Drews

Chair, Personnel Commission

juliedrews@hotmail.com

2076 Gravel Ridge Rd.,

Trufant, MI 49347

Official Posting Date:

Monday, August 26, 2020 – Saturday, September 19th, 2020

Official Position Start Date:

Monday, October 1, 2020

Operational Department:

Personnel Commission

Shift Required:

One day a week until December 31, 2020; Three days a week (preferably Tuesday, Wednesday, and Thursday) beginning January 2021.

Employment Type:

Part-Time

[APPLY NOW](#)