

*Indiana-Michigan Mennonite Conference*

**Administrative Coordinator**

**Job Narrative**

Reports to: Conference Pastor  
Directly Supervises: Volunteers  
Status: 0.80 FTE

Effective: 2/1/2017

**Job Summary**

Coordinate office operations, including communication, conference meetings, records, and provide support services for conference staff and teams.

**Essential Functions**

- Communication/Advancement liaison
  - Primary coordinator of conference communication on all platforms
  - Post new and updated information to all platforms
  - Post photos, blurbs and articles to Facebook, conference website.
  - Collaborate with staff in planning articles for conference publications. Communicate with writers and designers.
  - Coordinate Missional Seeds information with Bookkeeper
- Oversee/provide administrative support services
  - Provide administrative support for
    - Conference Pastor
    - Teams /Committees as requested
  - Primary liaison for event logistics for Annual Sessions and other conference-sponsored meetings
  - Coordinate volunteers, making sure they have meaningful work to do
  - Maintain ministerial database (mennodata)
  - Manage electronic conference database, including regular creation of “on-demand” queries for email and USPS distribution
  - Maintain staff calendar and conference room schedule in Outlook and to public media
  - Edit and/or distribute minutes, reports, conference newsletters and other communication pieces as requested
  - Act as recording secretary for meetings as requested
  - Administer the indexing and archiving of central paper files
  - Create online conference directory and coordinate updates
- Staff office
  - Create a welcoming and hospitable environment for conference constituents and other visitors through front desk phone, email and face-to-face interactions

**Other Responsibilities**

- Meet with the following groups
  - IN-MI Conference delegate meeting (annually – staff)
  - IN-MI Conference Annual Sessions (annually – staff)
  - Attend other conference-sponsored meetings as requested
- Accountability and personal growth
  - Maintain a personal growth plan that nourishes body, soul and spirit
  - Nurture staff team relationships through open, honest communication
  - Meet with Conference Pastor for supervision

- Participate in a yearly work evaluation

#### Qualifications

- Personal Christian faith and active in a local congregation
- Strong technical skills in web media
- Communication skills for all media applications and social media
- Knowledge of MS Office expected, particularly Word, Access and Excel
- Excellent public relations skills
- Excellent typing and transcribing skills
- Attention to detail
- Acquaintance of the Mennonite Church and IN-MI Mennonite Conference preferred

#### Core Competencies

- Mission Ownership: Demonstrates understanding and full support of the mission, vision, and values of Indiana-Michigan Mennonite Conference.
- Technical Expertise: Acquires and demonstrates the technical skills required to execute proficiently the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.
- Interpersonal skills: A “people person” who establishes good rapport with others in person and on the phone; uses diplomacy; considers the impact of his/her actions on others; avoids communication triangles.
- Communication: Articulate in both verbal and written communication; able to deliver a message clearly and with appropriate emotion; demonstrates communication styles appropriate to the situation at hand,
- Confidentiality: Sensitive to and able to handle sensitive information so that confidentiality is honored.
- Strong organization skills and detail oriented: manages multiple tasks, prioritizing and spending time on what is important; manages self and others in ignoring or minimizing distractions; eliminates roadblocks.
- Flexible: Shifts gears comfortably with changing situations; copes effectively with change and uncertainty;

February 2018

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