



Executive Office Manager for MC USA

FTE: 1.0

Reports to: Associate Executive Director of Operations

Location: Elkhart, IN

Position: Level 2 Manager

Purpose

To provide administrative assistance and care to the associate executive directors, and provide administrative services to the Executive Board, CLC, and delegate assembly. To provide approximately 16 hours a month as Elkhart building coordinator.

Responsibilities:

MC USA .90 FTE

- Provide continuity and give a historical perspective during transition of the Executive Director
- Coordinate Constituency Leaders Council meetings.
- Assist the executive director in planning and coordinating the delegate assembly.
- Work with the executive director to coordinate Executive Board meetings, insuring completion of docket materials, logistics and minute taking.
- Provide staff report to the EB Board Development Committee and take minutes.
- Assist the associate director of operations in the coordination of all-staff events and meetings.
- Lead records management process for MC USA EB Staff
- Serve as an advisor to the Executive Director and Associate Executive Director(s)
- Assistant to Associate Executive Director of Operations in Human Resource Process.
- Assist associate director of church vitality as needed.

ELKHART BUILDING COORDINATOR .10 FTE

- Manage Elkhart building contracts
- Approve building expense and invoices
- Coordinate repair request
- Coordinate and communicate with Building Management Team

Leadership and communication skills

- Ability to work as part of a team.
- Multi-task and self-manage.
- Adaptability and prioritization are imperative.
- Fluency in Spanish is a plus.
- Anti-racism training is required*
- Healthy Boundary training is required*

Technical skills

- Advanced Knowledge of Microsoft Word, Excel
- Knowledge of Google workspace
- Advanced Knowledge of Zoom and Teams video conferencing

*Anti-racism and Healthy Boundary Training requirement can be taken within 6 months of employment, if not met at the time of employment.

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