



Executive Assistant for MC USA

FTE: .75

Reports to: Associate Executive Director of Operations

Location: Elkhart, IN; Netwon, KS preferred

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.

Responsibilities:

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.

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

Travel

- 2-3 Boards Meetings a year 2.5 days
- 1 CLC Meeting a year 2 days
- Staff Retreat 2 days every two years
- MC USA Convention 4-5 days

These are days of the meetings themselves. Travel dates depend on where you will be traveling from and to each trip.

The position currently is salaried (exempt); but depending on the possibility of implementation of new labor laws could become hourly.

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

10/23/2024 IDH