



## JOB ANNOUNCEMENT

**Job Title:** District Administrative Assistant – Metro District

**Reports to:** District Superintendent

**Status/Classification:** Non-Exempt/Fulltime/Temporary

**Summary of the position:** The District Administrative Assistant position provides high-level, administrative support to the District Superintendent by organizing and directing the activities of the District Office and providing professional skills and support for the District Superintendent's ministry work.

### Qualifications and Skills:

- **Faith:** Evidence of intentional discipleship and faith in Jesus Christ.
- **Mission Mindset:** Committed to the mission and ministry of the United Methodist Church; commitment to the mission, vision, and values of the TWK Annual Conference.
- **Church Polity:** Knowledge of the polity and practice of the United Methodist Church is a plus.
- **Communication Skills:** Excellent verbal and written communication.
- **Organizational Skills:** High ability to prioritize tasks and processes. Ability to plan, develop, and coordinate multiple tasks and projects.
- **Time Management Skills:** Effective and efficient use of time, talent and resources.
- **Computer Savvy:** Proficient in the use of computers, including Microsoft Office, Outlook. Working knowledge of databases.
- **Dependability:** Able to meet deadlines and be reliable.
- **Team mindset:** Ability to be a team player and work collaboratively; ability to be adaptable.
- **Initiative:** Ability to be a self-starter and work projects through from start to finish.
- **Interpersonal Skills:** Capacity to work collegially and develop rapport with a wide diverse, variety of individuals and leaders. Ability to work well with church management and staff, outside clients and vendors.
- **Helping/Customer Service Orientation:** Demonstrates concern for, attends to the needs of the District office. Participates in a culture of hospitality and consistency for all processes.
- **Maintain confidences:** Commitment to complete confidentiality and high degree of integrity.

**Education and Experience Requirements:** High school diploma or GED equivalent required with at least three years' work experience in an office setting.

### **Work Schedule, Number of Hours, & Compensation:**

- Full-time, 8:30am-4:30pm Monday through Friday, with occasional night and weekend work required. We provide a hybrid-remote work model, with some in-office days each week, as agreed upon with the District Superintendent.
- Work location: **Metro District Office** located at **1615 Appling Rd. Cordova, TN 38016**.
- Wage: \$21.00 to \$26.00/hr depending on experience
- Eligible for medical/dental/vision insurance.
- Eligible for 403(b) retirement savings plan on day one with a generous employer match of 12% for an employee contribution of 3%.
- Vacation time and paid holidays.
- Professional, team environment.

### **Primary Duties/Essential Functions:**

1. Build and maintain strong relationships with all ministry areas;
2. Create a warm hospitable atmosphere for visitors in the office;
3. Manage the District Superintendent's calendar;
4. Coordinate the scheduling of appointments and meetings;
5. Attach pertinent information to calendar for District Superintendent to reference;
6. Protect blocked times for study and sermon writing time;
7. Coordinate other project preparation time;
8. Manage phone calls and correspondence;
9. Manage and respond to all email;
10. Coordinate district events and manage details;
11. Manage office accounts and assist with finances;
12. Maintain the district database;
13. Liaising with the district and conference office and committees;
14. Participates in ongoing professional development and integrates emerging new learning tools and processes.

### **Physical Requirements:**

Duties of the job will be performed in an office environment with the need to occasionally move about to access file cabinets and other office equipment. The position frequently communicates with the public and other co-workers on church related business. Must be able to remain in a stationary position 50% of the time. Must occasionally lift or move office supplies or other items weighing up to 25 pounds. Minimal travel within the conference area may be required.

### **Stipulations:**

- Because of the Conference's status, its employees are not eligible for unemployment benefits.
- This position is **temporary** and may change to regular full-time.
- Position start date is by July 1, 2025.

### **Application Procedure:**

Qualified applicants, please send a letter of interest and resume to [careers@twkumc.org](mailto:careers@twkumc.org) and specify that you are applying for **District Administrative Assistant** position. Job offer is contingent upon successful completion of training and background check. The deadline to apply is on or before **4/30/2025**.