

Pacific Southwest Mennonite Conference (PSMC)

POSITION DESCRIPTION

Position Title: Conference Administrator
Hourly/Salaried: Hourly (15 hours per week) - Non-exempt
OPEN: 1 August 2022

Function:

The Conference Administrator provides support, coordination and logistical support for the PSMC, serving as the administrative link between PSMC congregations, the Executive Conference Minister, Board of Directors and Committees, Mennonite Church USA, and other affiliated groups

Location:

May be done remotely, from home.

Relationships:

Supervised by/Responsible to: Executive Conference Minister

Responsibilities:

1. General administrative support
 - a) Provide administrative and logistical support to PSMC staff and board
 - b) Route all communications (mail, e-mail, phone, fax) as appropriate
 - c) Coordinate fundraising, process donations from Flipcause and PayPal, deposit checks
 - d) Prepare dockets and send advance notice of meetings
 - e) Prepare mass mailings
 - f) Maintain office supplies as needed
 - g) Coordinate information technology needs
 - h) Maintain the following files/databases
 - (i) PSMC Articles of Incorporation, By-laws, IRS letter of determination, and any other necessary legal documentation appropriate for doing business as a non-profit entity
 - (ii) PSMC member congregation directory (in accordance with MCUSA guidelines)
 - (iii) PSMC ministerial credentials (in consultation with the Pastoral Leadership Committee and Conference Minister, according to MCUSA guidelines)
 - (iv) PSMC Board of Directors and staff contact information
 - (v) Approved Board of Directors, Executive Committee, Assembly and Pastoral Leadership Committee minutes
 - (vi) Quarterly and year-end financial statements
2. Communications
 - a) Maintain the PSMC website with current information and up to date documentation
 - b) Compile and distribute the PSMC e-update, to be distributed as needed
3. PSMC Assembly planning
 - a) Serve as the event coordinator for PSMC Annual Delegate Assembly and the Fall Gathering

Skills/Qualifications

1. A willingness to develop an awareness of Anabaptist values and an understanding of the cultural attributes of the Pacific Southwest Mennonite Conference
2. Some prior experience with administration will be helpful, along with familiarity with Google Apps, Microsoft Office Suite and website editing.