

PACIFIC NORTHWEST MENNONITE CONFERENCE

POSITION DESCRIPTION

JOB TITLE: Administrative Assistant

REPORTS TO: Executive Conference Minister

POSITION STATUS: 20 hours per week, Monday-Friday (may be flexible)

Wage: \$15.00 per hour

GENERAL QUALIFICATIONS:

- Customer service-oriented, team player, show initiative, organization and multi-tasking skills and detail oriented
- Ability to problem solve and work independently
- Two years of bookkeeping experience
- Mastery of Word, Excel, Outlook and Quickbooks required
- Experience in maintaining and using a database program
- Knowledge of web research and Outlook scheduler; ability to maintain a contact list
- Ability to apply software in the preparation of reports and correspondence
- Bilingual (Spanish) helpful
- Front desk/telephone reception required
- Knowledge of and ability to maintain confidentiality

DUTIES AND RESPONSIBILITIES:

1. PNMC conference communication
 - a) Manage primary phone at PNMC office
 - b) Prepare group mailings for the conference
 - c) Manage PNMC office e-mail
 - d) Compile and distribute conference quarterly newsletter, *The Evangel*
 - e) Send group or individual e-mails to conference, denominational or other related parties for Executive Conference Minister, Conference Pastors and PNMC Board
 - f) Keep schedule for PNMC meetings
2. Bookkeeping
 - a) Prepare payroll for all staff including Federal and State withholding computations and direct deposits.
 - b) Maintain Quickbooks account records for checking and investment accounts
 - c) Pay bills
 - d) Prepare quarterly and annual federal reporting forms plus W-2's and I-9's

3. Administration

- a) Administrative support for Executive Conference Minister i.e. travel plans, communication, etc
- b) General Office organization
- c) Filing and file management
- d) PNMC copying and printing as needed
- e) Maintain up to date address list for PNMC Pastors, Board, and related groups
- f) Maintain PNMC ministerial database
- g) Maintain and order office supplies

4. Projects

- a) Compile and edit PNMC Handbook annually for distribution each September
- b) Provide Administrative support for the PNMC Annual Meeting, including conference registration and the delegate handbook
- c) Maintain communication internally and externally throughout the conference and MCUSA through written and electronic media, i.e., calendar of events, PNMC web site, etc.