

JOB DESCRIPTION for Unity Worldwide Ministries – Northwest Region:

Title: Executive Assistant

General:

To provide communication, clerical, accounting/banking, and administrative support to the Regional Board and to be the communication and coordinating link between Board, Ministries, and Ministry Leaders within the Northwest Region.

Qualifications:

Employment in this position is contingent on performance, need, and funding. To be successful at this job, an individual must be able to perform each essential duty satisfactorily. The requirements outlined below are representative of the knowledge, skills, and/or abilities required.

Special Knowledge/Skills:

- Knowledge and application of Unity Truth Principles preferred.
- Has strong ability using time efficiently, managing projects, and multi-tasking.
- Utilizes good organizational, communication, public relations, and interpersonal skills.
- Is team oriented and committed to working collaboratively.
- Has knowledge of technology and appropriate office applications, including Microsoft Word, Microsoft Excel, and email programs (Constant Contact).
- Have knowledge or experience equivalent to small business banking (monetary deposits and transactions) and accurate record keeping of same.
- Maintains confidentiality and integrity in all work-related matters.

Experience:

- Demonstrates skills at being independent, self-motivated, organized, and creative.
- A minimum of 3 - 5 years as an Executive Assistant and/or Project Manager, preferably in a nonprofit or church organization.

Responsibilities and essential duties:

1. Office Operations:

- Organize and perform office operations/functions, including word processing, correspondence, filing, mailings, and banking deposits/transactions.
- Serve as first point of contact for general inquiries about Unity Ministries and the Northwest Region. Avenues of contact will include: telephone, email, and website interaction.
- Prepare correspondence/communication from the Board Chair on behalf of the Board and distribute to appropriate Regional mailing lists.
- As needed, send welcome letter composed by Board Chair to all new ministers and ministries in the Region.
- Each month, acknowledge all tithes via thank you letters.
- With Regional Representative, compile list of individuals for whom blessings are provided at each conference (new ministers, new ministries in the Region, newly licensed Unity teachers, retiring ministers, and those who made their transition).

2. Policies and Procedures:

- Coordinate with the Board Chair and the policy team by recording policies, procedures, and maintaining a manual for said policies and procedures to be reviewed, updated, and augmented as deemed necessary by the Board Chair.

3. Administrative Support:

- Coordinate with Board Chair, providing administrative support to specific Regional activities, events, and teams. (Administrative support means activities such as those described in items 1 and 2 above. Examples of providing support to an event include registering attendees for Leadership Training, coordinating registration, and participant check-in for Regional Conference.)
- Leadership training for ministers, licensed Unity teachers, and lay leaders.
- Work with conference teams to develop and promote success for all conferences and events. (Regional Conferences are held once per year.)
- Attend conference calls, update event forms, and compile reports and notebooks.
- Record, transcribe, and distribute minutes of meetings to the Board via email.

4. Communication/Marketing:

- Maintain all mailing lists (paper and email) for the Region, with the ability to organize by categories. Provide mailing list to Regional members according to formally adopted Board policy.
- Prepare submission deadlines for newsletter articles.
- Remind Board members of above-mentioned deadlines.
- Coordinate production and distribution of newsletter for the Region in a timely manner.
- Coordinate with website contractor to update standard information and to create new information on the website.
- Create and email Constant Contact Eblasts to Regional members.

5. Board Conference Calls and Meetings:

- Be present at Board Conference calls to record and transcribe minutes.
- Be present at face-to-face meetings to record and transcribe minutes.

Coordinating Regional Conference with Coordinator:

- Authorize bookkeeper to make deposit payments to venue
- Mail or email invitation and registration forms to Regional website, mailing lists, and email addresses in the Region.
- Using Excel registration form, register all attendees.
- Email Conference confirmation to registered/paid attendees.
- Deposit registration fees to Regional Conference account.
- Transfer credit card payments from PayPal Conference account to Regional Conference account.
- Keep records and receipts of all income and expenses for Conference.
- Keep list of attendee names pertaining to love offerings (needed for thank you notes mailed after Conference).
- Relay above items to Board Treasurer and bookkeeper.
- Interface with Board, team and Coordinator

2 months prior to Conference:

- Notify Board, staff, and teams regarding all yearly Regional reports to be emailed to Executive Assistant

4 weeks prior to Conference for creation of Conference notebook and Board face-to-face notebook.

1 month prior to Conference:

- Print and assemble reports for notebooks. Include annual minutes of previous year.
- Email face-to-face notebook to Board for review. 3 weeks prior to Conference:
- Close registration.
- Prepare items for Conference notebook:
- Include evaluation form, credit form, information list, schedule of events, and venue history.
- Purchase notebooks, nametags, pens, and blank paper for booklets.
- Print notebook information on collated three-hole paper.
- Prepare Registration check-in form, Keeper of the Keys form, and servers form.

Post Conference:

- Mail postgraduate credit forms to Unity Worldwide Ministries.
- Confirm final payment to venue with bookkeeper.
- (Bookkeeper will send final payment.)

_____, Executive Assistant

_____ Rachel Simpson, Chairperson