Title: **Administrative Assistant for Church Vitality Department**

FTE: .5 (part time)
Reports to: Associate Executive Director for Church Vitality
Location: Mennonite Church USA Office in Elkhart, Indiana
Status: Hourly
Start Date: Dec. 1, 2021

Purpose

The Administrative Assistant to the Church Vitality Department manages the day-to-day operations of the department, including administrative functions related to the pastoral calling system of Mennonite Church USA, the MennoData database, and MLI process.

Responsibilities

1. **Manage the pastoral calling system**
   - MennoData
     - Provide technical support for MennoData users
     - Maintain monthly National Register listing of available pastors
     - Manage annual conference billing for credentialed leaders in MC USA and MC Canada
   - Ministerial Leadership Information (MLI) process
     - Respond to inquiries from prospective and current pastors
     - Orient Pastors to the MLI submission process
     - Gather, process, file, and distribute the calling system information such as MLI forms, references, background checks, and distribution records for individual pastors.
     - Manage ADP account for background reports; approve invoices for monthly payment; maintain updated compliant forms
     - Maintain pastor openings page on MCUSA website

2. **Provide Church Vitality Team support**
   - Assist denominational ministers in their work with area conference staff such as planning the annual area conference ministers' meetings, etc., as needed.
   - Maintain list of annual conference gatherings
   - Collect and enter Raisers Edge updates for pastors, congregations, and conferences
   - Prepare data reports, as requested, in coordination with IT staff
   - Manage office files on the cloud-based NEST for the LD team.

Meetings to Attend

- Regular staff meetings of the Church Vitality Team (weekly)
- MC USA Executive Board staff meetings (monthly)
- Bits and Bytes monthly meeting
- Raiser's Edge reference group (occasional)

Abilities and Skills

- Proficient in computer applications such as Microsoft Word, Excel, and Adobe Acrobat.
- Able to learn new software applications – primarily Raiser's Edge
- Able to maintain strict confidentiality.
- Able to work as part of a team with a spiritual center, connected to the larger community of faith Mennonite Church USA and the Anabaptist tradition.
- Able to self-manage. Flexibility and prioritization are imperative.
- Strong organizational skills.
- Able to adopt a problem-solving approach when responding to constituency.
- Strong skills in communicating via phone and email
- Fluency in Spanish a plus.
- Anti-racism training a plus.

Education and Experience

- Bachelor's Degree preferred
- At least three years of office experience

October 2021