

Administrative Assistant for Church Vitality/Special Events Coordinator

FTE: 1.0 (*60% Church Vitality/40% Special Events*)

Reports to: Associate Executive Director for Church Vitality

Location: Elkhart, IN

Purpose: The Administrative Assistant/Special Events Coordinator provides comprehensive administrative, logistical, and operational support for Mennonite Church USA, focusing on church vitality and execution of special events—including the biennial convention. The role optimizes office management, coordinates seminars, manages volunteers, and ensures seamless planning and delivery of events, supporting ministry leaders, event coordinators, and cross-departmental teams.

In the months leading up to the biennial convention or major events, the special events portion may temporarily increase to 80%-90% of total workload, with administrative duties adjusted accordingly. In general, this translates to approximately 3 days CV/2 days Convention Planning.

Responsibilities:

Administrative Support

- Manage ministerial leadership documentation (receiving, editing, tracking MLIs, references, background checks, and communications).
- Maintain records, track candidate/process progress, verify invoices, and compile periodic reports.
- Support leadership committees: scheduling, minute-taking, file management, and correspondence for the Leadership Discernment Committee.
- Maintain up-to-date church data, credential lists, and records in collaboration with IT and relevant departments.
- Respond to information requests, ensure compliance, and handle sensitive documents with confidentiality.
- Proficiency in Microsoft Office suite (Word, Excel, Outlook, PowerPoint) and event management software.

Event & Seminar Coordination

- Plan and manage seminar programs for conventions, including outreach for proposals, event scheduling, AV/logistics, and presenter coordination.
- Support program coordinators and event leaders, ensuring necessary materials and volunteers are available for children, youth, and special receptions.
- Oversee exhibitor services—communication, booth assignments, setup, and teardown.
- Ensure all event details are documented, communicated, and followed up on, including collecting and summarizing post-event evaluations.

Safe Church Background Check Service

- Respond to requests, initiate background checks, process authorizations, and track documentation for volunteers, board members, and Safe Church clients.

- Cooperate with the finance department for billing and communication compliance.

Other Duties

- Attend planning meetings, occasional staff gatherings, and continuing education opportunities.
 - Support departmental needs, annual billing, pastoral records management, and church-wide communications.
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Skills & Qualifications

- Bachelor's degree preferred.
- Experience with MS Office
- Proficient in using spreadsheets and managing databases
- CRM experience a plus
- Experience in event planning, nonprofit administration, or similar roles is beneficial.
- Collaborative team skills and effective written, verbal, and digital communication.
- Strong organizational skills, multi-tasking, adaptability, and problem-solving aptitude.
- Demonstrated confidentiality, discretion, and accuracy in handling sensitive information.
- Ability to manage deadlines, coordinate logistics, and effectively engage multiple stakeholders.
- Knowledge of background check, office productivity, and event management systems.

Travel & Meetings

- Attend Convention Planning Staff meetings and Worship Committee Planning meetings as needed.
- Participate in Mennonite Church USA staff gatherings and occasional continuing education events.
- Attend the biennial convention