



Administrative Assistant

JOB DESCRIPTION

Supervisor

Reports directly to the Director of Operations and secondarily to the Conference Superintendent of the Heartland Annual Conference.

Job Status

Part-Time Non-Exempt (10-20 hours per week)

Location

Wichita, KS area.

General Responsibility

The Administrative Assistant is responsible for the daily administrative operations of the Heartland office and overall conference administrative matters. This role ensures seamless communication between churches, leadership, and Heartland Office, facilitates record-keeping, and supports operational procedures.

Specific Responsibilities

- Handling correspondence, routing inquiries, and maintaining records (paper and electronic).
- Assist with maintaining the Conference Superintendent's schedule, including planning meetings, conferences, and travel arrangements.
- Assist with communication efforts such as mailings, e-blasts, bulk mailings, and website updates.
- Manage office supplies and office equipment maintenance.
- Assist Registrar with database coordination between the Heartland AC and the Global Methodist Church (GMC) including credentialing for annual conference member.
- Assist in meeting preparation, planning, and scheduling.
- Act as a point of contact for local churches regarding connectional funding, benefits, church information, and event details.
- Ensure accurate documentation and filing of conference records.
- Comply with all provisions of the Heartland Annual Conference Employee Policy.
- Other duties as assigned by the Director of Operations or Conference Superintendent.



Essential Character and Personality Traits

- A person of genuine Christian character who understands the role of a ministry aligned with the mission and vision of the Global Methodist Church (GMC) and the Heartland Annual Conference.
- Demonstrates warm, friendly, and professional interactions with clergy, parishioners, and staff.
- Displays enthusiasm and a welcoming demeanor, especially when engaging with new members.
- Anticipates the needs of leadership and demonstrates discernment in fulfilling responsibilities.

Essential Skills & Requirements

- Strong attention to detail, strong administrative and organizational skills, and the ability to manage priorities effectively.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite, Google Workspace, and database management tools.
- Ability to interact professionally with various levels of staff, committees, and membership.
- Capacity to oversee multiple projects and deadlines while maintaining confidentiality.
- Demonstrates initiative and the ability to work independently or collaboratively.
- Previous experience in administrative roles, preferably in a church or nonprofit setting.

Education and Experience

- High school diploma required; an associate degree is preferred; a bachelor's degree is desirable.
- At least two years of administrative experience working in an office with diverse tasks and responsibilities.

Required Meetings

- Attend staff meetings.
- Annual Conference or Other meetings as requested by Director of Operations or Conference Superintendent.

Hours and Schedule

Part-time, 10-20 hours per week. Preferred hours would be Mon – Thurs 8am – Noon.

Travel

Some travel may be required, including participation in annual conference and in-person meetings.

Time off

Time off will be provided in accordance with Heartland Annual Conference policies.