



The Ministers Council Position Opening Announcement

Job Title: Executive Assistant

The Ministers Council is an autonomous, professional, multi-cultural organization of ordained, commissioned and lay Christian leaders within the American Baptist Churches in the U.S.A. We are women and men who advocate for and covenant with each other to deepen our spiritual journey and to increase our effectiveness, as persons who are accepting the call of God and church for the advancement of the Gospel mission of the church of Jesus Christ and to proclaim His truth in a prophetic voice as led by the Holy Spirit.

Role and Responsibilities: The role of Executive Assistant consists of Office Manager, Membership Coordinator, Administrative Assistant, Capital Campaign Donor Database coordinator, and Communications. Handle all correspondence and inquiries as necessary in support of the Executive Director. Work with travel agents, Office of Travel and Conference Planning, and meeting site representatives regarding all travel and lodging arrangements for Ministers Council sponsored events and meetings. Manage the membership of the Ministers Council by receiving all membership dues from regional chapters or individuals, tracking member contact information, proactively communicating with regional chapters regarding membership and providing reporting on membership information. Maintain current listings of Ministers Council leadership at the national and local levels. Manage Accounting/Financial functions and transactions. Set-up Go to Meetings and Go to Webinars, checking calendars, sending out meeting notices and assuming the role of organizer. Maintain the slate of officers for the Nominating Committee to ensure that their terms are fulfilled according to the bylaws. Track all those who have pledged/donated to the Ministers Council TIM Capital Campaign. Prepare Ministers Council monthly newsletter for posting on Ministers Council website and sending email blasts to subscribers. Edit draft from Minister magazine editor, post individual articles as well as full copy on the Ministers Council website and send email blast to subscribers. Convert print pieces and other resources to PDF files to be posted on the Ministers Council website. Create PowerPoint Presentations as needed.

Education and Experience: Business School or equivalent related work experience. Self starter with the ability to work independently. Proficiency in MS Office products. Familiar with Word Press and html to maintain web site. Familiar with Constant Contact for the development of e-marketing content. Ability to create graphic designs for newsletters, bulletins and other publications. Excellent communication and organizational skills. Must be detail oriented. High respect for confidentiality, sensitivity to person's needs/concerns is essential. Experience in managing a business office including familiarity with managing budgets and finance.

Compensation: Competitive compensation package including employer paid contributions to a 403b retirement plan, healthcare benefits (medical, dental & vision) and paid time off (vacation, sick leave, and holidays).

If you are ready to be a part of this dynamic organization, send a cover letter, resume, and name/address/phone numbers of three (3) professional references to: jobs@abc-usa.org.

This posting will close on June 7, 2014.