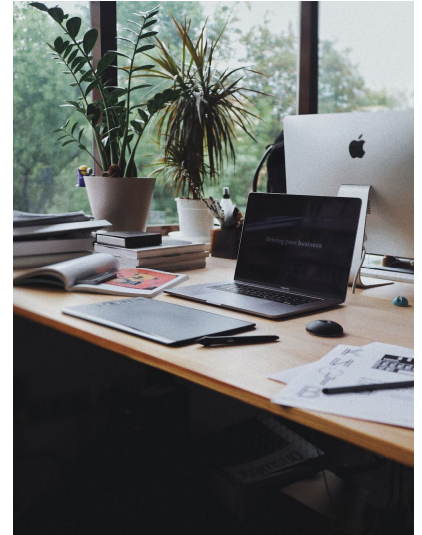


WESTERN PLAINS CHURCH OF THE BRETHREN DISTRICT STAFF OPENING:

Are you looking for a calling with a faith based organization that offers varied responsibilities, valued contact with others who will become friends of shared belief, fulfillment of a longing to provide value added to a cause? And you can work from home much of the time with employer-provided equipment, connecting virtually with colleagues. Take a look at us!



Coordinator of District Ministry/Administrative Assistant

Part Time (20 Hours per week, averaged over the work year, seasonally variable.)

DESCRIPTION:

This position is supervised by the District Minister and provides regular staff support and coordination for various ministry activities in the district. Serves as clearinghouse for communication and scheduling of events and District Minister contacts with congregations and constituents, maintains an up-to-date calendar of activities, publishes and distributes a current district directory, in consultation with the District Minister publishes and distributes a quarterly newsletter, keeps all files and records securely up-to-date, assists the District Minister in communications, provides support when requested for the needs of the ministry teams that fulfill the District Ministry, and assists in developing and carrying out the District Conference held annually in July.

QUALIFICATIONS:

Church of the Brethren background or willingness to learn about and be sensitive and committed to Church of the Brethren beliefs, values, and practices. One who has...

- Excellent communication skills both verbal and written.
- Respect for the value of confidentiality, but will communicate special needs or issues to the appropriate person(s) in leadership.
- An understanding of the professional value of working with a team of both paid and volunteer staff. Has sufficient background in administrative environments to reliably function in coordinating communications and activities for his/her supervisor and volunteer leadership, with a good sense for when to take initiative and when to include others in the communication loop.
- Ability to work with current office and administrative technology and applications, including Microsoft Word, Excel, PowerPoint; Adobe; Mail Chimp.
- Ability to interact with online applications, such as Google Workspace, Zoom, and to access denominational resources.
- A voice of warmth and welcoming hospitality to all they greet.
- Commitment to meet deadlines.
- Experience in administrative environments, including collaborative relationships with volunteers and other staff.
- Has time management skills and is a natural self-starter.
- Commitment to learning and doing the job that is needed for excellent outcomes.

REMUNERATION:

Pay and benefits commensurate with experience and equivalent to salary for persons who are filling a similar role in the community and Church of the Brethren.

CONTACT/Reply to: Randy Yoder, Interim District Minister, ryoder46@icloud.com, (847) 849-0205