

“Creating vital congregations that make disciples of Jesus Christ who make disciples equipped to transform lives, communities and the world.”



**Arkansas Conference of The United Methodist Church
Executive Assistant to the Bishop**

Position Overview

Oversee the management of the Office of The Resident Bishop of the Arkansas Annual Conference and provide support to the Bishop in the carrying out of his/her responsibilities.

Major Responsibilities

1. Hospitality
 - Create a welcoming atmosphere.
 - Provide information and direct inquiries as appropriate.
2. General
 - Inform the Bishop of relevant information in a timely manner.
 - Anticipate and provide the bishop with needed information and support.
 - Prepare and support the Bishop for meetings and events.
 - Keep all records in an organized and accessible fashion.
 - Research and implement new technology.
 - Carry out other duties as assigned by the Bishop.
3. Communication
 - Answer phone, email and other communication.
 - Respond on behalf of the Bishop as needed.
 - Contact the Assistant to the Bishop as needed for communicating on behalf of the Bishop.
 - Coordinate with the Assistant to the Bishop pertaining to work he/she is conducting on behalf of the Bishop.
 - Work with the Appointive Cabinet and Dean, Cabinet, Conference staff, and District Administrators.
 - Keep the Bishop's contacts up-to-date.
 - Network with other Executive Assistants.
 - Maintain a variety of 'stock letters' that can be sent as appropriate such as deaths, births, etc.
 - Track and communicate with interested parties concerning correspondence that has taken place.
4. Calendar
 - Coordinate speaking and preaching engagements, meetings and appointments for the Bishop.
 - Manage the Bishop's calendar using parameters set in consultation with the Bishop.
 - Provide logistical support for meetings for which the Bishop is responsible.
5. Travel
 - Arrange all meeting travel and hotel reservations for the Bishop and spouse.
6. Finances
 - Prepare monthly financial reports for the General Council of Finance and Administration.
 - Request reimbursements and report purchases made through the Office of the Bishop.

7. Annual Conference Session Planning Committee

- Plan and prepare agendas for Annual Conference Session Planning Meetings.
- Serve as Secretary.
- Attend Annual Conference and assist the Bishop as needed.

Accountability

The Executive Assistant is employed by and accountable to the Bishop of the Arkansas Conference.

Working Schedule

The Office of the Bishop is open between 8:30 am and 4:30 pm, Monday through Friday, except for holidays approved by the policies of the Arkansas Annual Conference. In addition, the Executive Assistant will occasionally need to attend meetings or assist the Bishop outside of normal office hours.

Benefits

For purposes of benefits, pay schedule and other rules, the Executive Assistant will be treated as an employee of the Arkansas Annual Conference and subject to the Conference's personnel policies.

Compensation

The position of Executive Assistant is a salaried position whose compensation is set by the Bishop. This position is exempt from the overtime provisions of the Fair Labor Standards Act and is neither eligible nor entitled to receive overtime compensation.

Qualifications, Skills and Experience

1. Create an atmosphere of hospitality, welcome and helpfulness when relating to all people.
2. Maintain confidentiality.
3. Understand The United Methodist Church's structure, doctrine and polity.
4. Manage budget and expense reports.
5. Be organized, especially in filing and managing information.
6. Be proficient in using Microsoft Office applications and Google Drive, and able to develop proficiency in software used by the Bishop (i.e. Mission Insite, MissionConnect, Ezra, WebEx, etc.)
7. Understand how the Bishop might respond to situations in order to draft possible responses.
8. Demonstrate excellence in planning, coordinating, implementing and finalizing assignments.