

Administrative Assistant



Location: Hybrid (remote with occasional on-site)

Employment Type: Full-time Non-Exempt (40 hours/week)

Reports To: Conference Superintendent

Wages: \$20 per hour

About This Role

The Great Lakes Annual Conference seeks a warm, organized, and detail-oriented Administrative Assistant to support the Conference Superintendent (Conference Superintendent) and serve as a central point of contact for the conference. This role is the primary gatekeeper for the Conference Superintendent's time and communications, the first friendly voice constituents encounter, and a knowledgeable resource able to field questions across all areas of Conference life. Success in this role requires discretion, hospitality, strong organizational skills, and a broad working knowledge of the Conference's people, ministries, and operations.

Key Responsibilities

Executive Support to the Conference Superintendent

- Provide direct administrative support to the Conference Superintendent, assisting with daily priorities, correspondence, and follow-up
- Maintain and protect the Conference Superintendent's calendar, scheduling appointments, calendar invites, and meetings, and troubleshoot issues with sound judgment
- Coordinate and track appearance and preaching requests for the Conference Superintendent, managing invitations, confirmations, travel, and logistics
- Prepare and organize materials, agendas, and documents needed for the Conference Superintendent's meetings and engagements

Gatekeeping & Communications

- Serve as the primary gatekeeper, screening and prioritizing requests for time and attention for staff with discretion and hospitality
- Answer and direct incoming phone calls for the conference, providing a welcoming and professional first point of contact
- Monitor and respond to general conference email and text accounts, routing messages to the appropriate staff and following up to ensure resolution
- Handle sensitive and confidential information with the highest level of discretion

Calendaring & Event Requests

- Maintain the conference calendar, coordinating with the Events Manager related to events, meetings, and important dates across staff and ministries
- Receive, track, and process event requests, routing to the appropriate person and ensuring proper scheduling, communication, and follow-through
- Coordinate with staff and leaders to prevent scheduling conflicts and keep the conference calendar accurate and current

Conference Knowledge & Constituent Service

- Develop and maintain a working knowledge of all aspects of the conference in order to answer questions and direct constituents accurately
- Serve as a knowledgeable, helpful resource for clergy, churches, leaders, and constituents seeking information or assistance
- Provide general administrative support to the conference office as needed

Qualifications

- Proven administrative assistant experience, ideally supporting senior leadership
- Excellent verbal and written communication skills and a hospitable, professional manner
- Strong organizational and time-management skills with the ability to juggle competing priorities
- Sound judgment and proven discretion in handling confidential matters
- Proficiency with calendaring, email, and standard office software (e.g., Google Workspace, Microsoft Office)
- A self-directed, dependable approach and a genuine desire to serve people well
- Supportive of the mission and values of the Global Methodist Church

Work Arrangement

Full-time, remote, with an in-person option. Some scheduling flexibility as needed to support phones, communications, and the daily needs of the Conference Superintendent.