

JOB OPENING

Events Coordinator/Administrative Assistant

The New York Conference of the United Methodist Church has an open position for Events Coordinator/Administrative Assistant supporting the programming work of the Director of Connectional Ministries. The Office of Connectional Ministries plans, executes and supports programs and ministries throughout the conference to enhance the United Methodist connection with all churches, clergy and lay members of all ages.

The Events Coordinator/Admin Assistant is responsible for scheduling on-site, off-site meetings, and virtual events, as well as some travel coordination. Events may be one day or multi-day programs. The position also facilitates communication and disseminates information in a variety of forums, including a timely newsletter. They would be required to create online event registration forms, author and edit short descriptions of upcoming events and reply appropriately to requests for information. The position supports various other conference ministry groups with their event and programming needs.

Experience in organizing meetings and events, preparation of materials, organization of registration materials and local arrangements. Applicants must be proficient in Microsoft Office Suite and ZOOM platform and have the ability to learn additional PC applications. Applicants must have excellent organizational, communication and interpersonal skills as well as be proficient in English grammar and composition. The position requires the ability to discern when confidentiality and discretion are required. An accommodating, friendly and welcoming demeanor is essential. Knowledge of the United Methodist Church, its beliefs, and missions is helpful. Acceptance of and ability to communicate with various cultures, ethnicities and gender identities is essential. Applicants must have at least five years of relevant customer service and administrative experience and a high school or equivalency diploma is required; college degree preferred

This is a full-time, exempt position located in White Plains, NY. This position is not hybrid or remote. Competitive, annual salary of \$58,000 with full benefits. Candidate must be willing to work occasional early morning, evening and weekends for scheduled events and have the ability and willingness to travel within the conference boundaries when necessary.

To learn more about the New York Annual Conference please visit us at: www.nyac.com

To apply, please send a cover letter of interest and a resume to jobs@nyac-umc.com. No phone calls please.