

Office Administrator/Search and Call Coordinator Northwest Ohio Association – Job Description

Accountability: The Office Administrator/Search and Call Coordinator is responsible to and supervised by the Association Minister

Duties shall include but are not limited to the following:

1. Keep the office calendar
2. Office Receptionist, answering phones, tending the door visitors and opening the office
3. Office hospitality to all in house meetings
4. Oversee office maintenance projects as needed and oversee custodial services
5. Maintain Personnel Records
6. Maintain the Association's official minister and church records
7. Church and Ministry Team scheduling & preparing for approx. 10 meetings per year
8. Follow-up with Church and Ministry Team approvals such as certificate, reporting, filing, etc.
9. Cabinet Meeting preparation for 5 meetings per year
10. Handle correspondence and records for various committees/teams, as requested
11. Prepare the electronic newsletter weekly.
12. Newsletter (paper copies) sent once per month to those without email.
13. Oversee Search and Call paper trail and prepare materials for Search Committee meetings
14. Create online registration along with paper registration for most Association events
15. Annual Meeting preparation January – April
 - A. Online registration
 - B. Official Call for mailing
 - C. Update web page with all information
 - D. Gather reports for ninety-page Annual Meeting Book – coordinate and print
 - E. Coordinate with church for the day's expectations
 - F. Order Ordination Anniversary certificates for presentation
 - G. Prepare nomination information for teams & committees
16. Monitor office budget when ordering office supplies
17. Update Association web page task shared with bookkeeper
18. Host NWOA Zoom Meetings
19. Handle UCC National data-hub updates
20. Coordinate yearly notification to NWOA Churches to make updates in the UCC National data-hub.
21. Serve as the Conference connection to CARD for reporting to the data-hub
22. Other duties as requested by the Association Minister

This position is covered by the Association Personnel Policies and Practices. If there are any questions or concerns that cannot be resolved between this position and the Association Minister, the Office Administrator/Search and Call Coordinator shall be encouraged to contact the Human Resources Committee and utilize the Grievance Procedure as outlined in the Personnel Policies and Practices.