



OHIO EPISCOPAL AREA

East & West Ohio Conferences

THE UNITED METHODIST CHURCH

Administrative Coordinator

Office of Ministry | Full-Time Position

Employment Status	Full-time, 40 hours per week; benefits-eligible
Work Hours	8 AM – 5 PM + 3:2 remote work after 90 days
Job Family	Administration and Operations Support
Grade Level	Grade 9
Salary Range	Market Competitive
FLSA Classification	Non-Exempt
Reports To	Executive Director, Office of Ministry West Ohio Conference, Worthington, OH
Primary Service Area	Ohio Episcopal Area – East Ohio and West Ohio Conferences

Mission Statement

The Mission of East and West Ohio Conferences is to equip local churches to make disciples of Jesus Christ for the transformation of the world...a world of justice, love, and peace filled with people growing in the likeness of Jesus Christ.

Position Summary

The Administrative Coordinator provides comprehensive administrative and operational support to the Ohio Episcopal Area Office of Ministry, serving both the East Ohio and West Ohio Conferences. The position coordinates records, communications, calendars, meetings, credentialing processes, events, and routine office workflows that support candidates, clergy, Boards of Ordained Ministry, conference leaders, and ministry partners. Decisions related to clergy candidacy, credentialing, appointments, discipline, policy, budgeting, and supervision remain the responsibility of the appropriate conference leaders, committees, and governing bodies.

Essential Responsibilities:

Administrative Coordination and Office Operations

- Provide day-to-day administrative support for the Executive Director and Office of Ministry.
- Maintain shared calendars, schedules, deadlines, meeting logistics, task lists, and recurring administrative workflows across both conferences.
- Prepare routine correspondence, meeting materials, agendas, forms, reports, rosters, and other office documents.

- Monitor general Office of Ministry communications and route inquiries to the appropriate staff member, Board of Ministry (BOM), district, or conference office.
- Support consistent administrative practices across East Ohio and West Ohio while recognizing conference-specific procedures.

Records, Candidacy, and Credentialing Support

- Maintain accurate and confidential candidate and clergy records in approved systems, databases, shared drives, and files.
- Track submission deadlines, required forms, interview materials, annual reports, recommendations, and other documentation connected with candidacy and Board of Ordained Ministry processes.
- Assist with administrative use of Passage UMC, Brick River, conference databases, registration systems, and related digital platforms as assigned.
- Prepare rosters, status reports, checklists, and administrative summaries for authorized staff and Board of Ordained Ministry leaders.
- Protect confidential and sensitive information and follow conference policies for records retention, access, and secure transmission.
- Refer questions requiring interpretation of the Book of Discipline, policy, clergy status, or credentialing decisions to the Executive Director or other authorized leader.

Board, Committee, and Meeting Support

- Coordinate administrative support for East Ohio and West Ohio Boards of Ordained Ministry and related committees, teams, and interview processes.
- Schedule meetings and interviews; distribute materials; prepare participant communications; track responses; and support follow-up.
- Assist with meeting rooms, virtual platforms, hospitality, supplies, name badges, signage, and other operational details.
- Maintain current contact lists, leadership rosters, committee assignments, and annual calendars.

Events and Program Support

- Provide logistical and administrative support for Office of Ministry programs and events, which may include Candidacy Summit, Clergy Licensing School, School of Ministry, Crucible/formation programs, clergy recruitment events, retreats, and other shared Ohio Episcopal Area initiatives.
- Coordinate registrations, participant communications, materials, lodging lists, meals, vendors, supplies, reimbursements, and on-site logistics as assigned.
- Support event setup, hospitality, check-in, documentation, and post-event follow-up.
- Maintain organized event records and assist with evaluations, attendance reports, and administrative debriefs.

Communications and Relationship Support

- Provide timely, courteous, and accurate communication with candidates, clergy, BOM, district offices, conference staff, seminaries, vendors, and ministry partners.
- Draft and format routine emails, notices, instructions, forms, and informational materials for review when appropriate.
- Coordinate with conference communications teams to ensure approved information, deadlines, and event details are shared accurately.

- Represent the Office of Ministry with professionalism, confidentiality, hospitality, and respect for the connectional nature of The United Methodist Church.

Financial and Purchasing Support

- Prepare purchase requests, invoices, reimbursements, payment documentation, and event expense records in accordance with conference procedures.
- Track routine program expenses and maintain supporting documentation for review by authorized staff.
- The position does not have independent budget-setting, budget-approval, or financial policy authority.

Work Schedule and Expectations

- Regular schedule: 40 hours per week.
- This position is full-time and benefits-eligible under applicable conference benefit policies.
- The normal work week will be established with the supervisor and may include office-based and approved remote work in accordance with conference policy.
- Some evening, weekend, and travel responsibilities are expected for interviews, Board meetings, Annual Conference sessions, retreats, training events, and other Office of Ministry programs. Schedule adjustments should be coordinated with the supervisor.
- Reliable attendance, responsiveness during established work hours, and the ability to manage multiple deadlines are essential.

Qualifications Required

- High school diploma or equivalent; additional administrative, business, office technology, or related training preferred.
- Demonstrated experience in administrative support, office coordination, program support, records management, or a comparable role.
- Strong organizational skills, attention to detail, follow-through, and ability to manage multiple priorities and deadlines.
- Strong written and verbal communication skills and a service-oriented approach to working with a wide range of people.
- Proficiency with Microsoft 365 or comparable office productivity tools, including Outlook, Word, Excel, Teams, shared calendars, and cloud-based file systems.
- Ability to learn and use conference databases, registration systems, virtual meeting platforms, and church-related administrative systems.
- Ability to handle confidential clergy, candidate, personnel, and organizational information with discretion.
- Ability to work collaboratively across two annual conferences and with clergy and lay leaders in a connectional church environment.

Qualifications Preferred

- Experience in a church, nonprofit, denominational, higher-education, or similarly complex mission-driven organization.
- Familiarity with The United Methodist Church, annual conference structures, clergy candidacy/credentialing processes, and/or District Committee on Ordained Ministry or Board of Ordained Ministry work.

- Experience coordinating meetings, events, registration processes, or multi-site administrative workflows.
- Familiar with United Methodist Polity and the culture of East Ohio United Methodist Churches.

Core Competencies

- Administrative reliability and follow-through
- Confidentiality and sound judgment
- Accuracy and records stewardship
- Hospitality and responsive service
- Clear written and verbal communication
- Technology proficiency and adaptability
- Cross-conference collaboration
- Planning, organization, and deadline management

Equal Employment Opportunity

The Ohio Episcopal Area provides equal employment opportunity in accordance with applicable federal and state law. Nothing in this job description is intended to authorize discrimination on a basis prohibited by law. Any religious preference will be administered only to the extent permitted for religious organizations under applicable law.