

## **POSITION DESCRIPTION**

**Job Title:** Administrative Assistant III  
**Area of Ministry:** Hawaii Conference UCC  
**Wage & Hour Status:** Non-Exempt  
**Reports To:** Office Manager

This document identifies the major responsibilities of this position. It is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position.) It does not include all aspects of the position such as potential additional duties requested by supervisors/managers and the requirement for flexibility in helping others for the Conference's overall benefit. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **POSITION SUMMARY:**

The Administrative Assistant III provides essential administrative and organizational support to the daily operations for the Hawai'i Conference and the Hawai'i Conference Foundation as well as its capital campaign. This role involves handling a wide range of clerical and organizational tasks including tracking campaign activities, managing the donor database, assisting the campaign team, assist with donor communications and recordkeeping, and providing logistical and clerical support to staff, board members, and campaign volunteers. The ideal candidate is detail-oriented, professional, and mission-driven, with strong communication and organizational skills.

### **MINIMUM QUALIFICATIONS:**

1. Bachelor's degree from an accredited institution preferred.
2. 3 years of administrative experience, nonprofit or fundraising experience is preferred.
3. Excellent organizational, interpersonal, communication (verbal and written) skills.
4. Ability to work under pressure, meet deadlines and manage numerous tasks simultaneously.
5. Ability to maintain accountability and confidentiality and to work independently, set priorities, and use good judgment.
6. Ability to understand, interpret and follow verbal and written instructions.
7. Proficiency in MS Office products (MS Word, MS Excel) and database experience with ability to produce simple reports.
8. Experience in coordinating the development of print and online collateral and communication material.
9. Must have a current Hawai'i driver's license.

## **ESSENTIAL FUNCTIONS:**

### **Administrative and Office Support**

1. Assist the Accounting Department with processing checks received for bank deposit.
2. Manage the Conference and Foundation Master Calendar
3. Assist with meeting/event logistics
  - a. Make airline and ground transportation reservations for in-person Conference meetings.
  - b. Arrange for meals
4. Assist the Conference Minister with
  - a. Travel arrangements
  - b. Hosting duties when out of town guests visit the Conference Office. May include ordering meals, purchasing gifts, lei, etc.
5. Provide administrative assistance to the State Council of Hawaiian Congregational Churches (SCHCC) by:
  - a. Assist SCHCC in meeting preparations and other logistics as needed for the various committees.
  - b. Process post-meeting documents and communication.
  - c. Keep complete and up to date file of minutes of all SCHCC boards and committees.
6. Receive and distribute mail.

### **Capital Campaign Support**

1. Work with the campaign team to schedule committee meetings and prepare all necessary meeting materials (meeting agenda, meeting notes, campaign reports, etc.). Attend the meetings and record meeting notes.
2. Following each meeting, coordinate and track campaign activities discussed at the meeting - may include scheduling additional meetings, sending reminders, etc.
3. Assist with scheduling and arranging meetings for campaign team members with lead and major campaign donors. Organize and compile material for each meeting in advance of the meeting. Record and monitor any meeting follow-up.
  - a. Facilitate initial contacts and discussion.
4. Prepare and regularly update donor and solicitation lists for each campaign team member.
5. Maintain the donor management system (DMS) to manage and track campaign contributions, solicitations, and follow-up actions. This will include preparing

gifts and pledges for processing into the DMS, creating records for new donors, managing and producing updates on a regular basis.

6. Prepare timely donation acknowledgments (thank you letters) and regular campaign status reports for the team.
7. Create and maintain work files for the campaign.

**Other duties:**

1. Attend All Staff meetings
2. Perform other duties as may be assigned.
3. Develop and maintain a working knowledge of UCC Polity and practice.
4. Develop and maintain a thorough knowledge and understanding of general business, office, and HCUCC/HCF procedures, including all policies and procedures as they apply to this position.

**PHYSICAL DEMANDS:**

1. Ability to bend, stoop, reach, stand, move from one area of the office to another on a regular basis, sit and use a computer for a long period of time.
2. Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.
3. Sufficient near vision acuity to read information appearing on computer display screen, hand-written forms, and printed on paper.
4. Adequate hearing and verbal abilities to communicate effectively in person and by telephone.
5. Ability to lift and carry mail from the mailroom weighing up to 10 pounds.
6. Any additional area-specific physical requirements.

**WORKING CONDITIONS:**

This position works in an office environment with the following characteristics:

- Fluorescent lighting
- Moderate noise level
- Air conditioning
- This position may occasionally be required to work evenings and weekends as the workload dictates.