



## Position Description –International Headquarters

<b>Date</b>	1 December 2017
<b>Title</b>	Administrative Specialist: Quorum Support Team
<b>Education Requirements</b>	14+ years
<b>Experience Required/Desired</b>	5+ years
<b>Immediate Supervisor</b>	World Church Secretary
<b>Employment Status</b>	<input checked="" type="checkbox"/> <b>Full Time</b> (40 hours per week) <input type="checkbox"/> <b>Part Time</b> (20 hours or more per week) List hours per week: <input type="checkbox"/> <b>Part Time</b> (under 20 hours per week) List hours per week:

<b>Summary of Position</b>	As a member of the Quorum Support Team, the position provides administrative support to members of the World Church Leadership Council, with a specific focus on the Presiding Bishopric. The position also provides assistance to the World Church Recorder and the Communications Team.
<b>Essential Functions</b>	1. Provides administrative support to members of the World Church Leadership Council. Assignments include: General office tasks Project support Scheduling, minutes, and support for various meetings Financial tracking and reports Equipment and supplies support Records management and backup support to archivist for record retrieval from records center Resource contribution Draft and edit correspondence and other documents

	<ol style="list-style-type: none"> <li>2. Office of the Presiding Bishopric specific: <ul style="list-style-type: none"> <li>Distribution of MR reports to International Fields</li> <li>Shelby data entry and review to support Mission Funding</li> <li>Acknowledgment process for IRA gifts and other special gifts</li> <li>Risk management support</li> <li>Logistic support for various meetings and events such as <i>Encounter Mission at the Temple</i> and Investment Committee</li> <li>Support trust filing and administration</li> <li>Serve on projects for Mission Funding and Presiding Bishopric such as communication planning for financial information</li> <li>Monitor and forward Help Desk and Mission Funding voice mail messages</li> <li>Mail and check logs</li> </ul> </li> <li>3. Supports the World Church Recorder. Duties include answering phones, responding to emails, data entry, certificate preparation, and statistical records.</li> <li>4. Cross-trained to provide backup support for the Offices of the First Presidency and the Council of Twelve Apostles.</li> <li>5. Supports the Discipleship and Priesthood Formation Team Lead</li> <li>6. Assists with various duties related to World Conference</li> <li>7. Provides project support for the Communications Team</li> <li>8. Interacts with leadership, staff, church members, and external customers</li> <li>9. Accomplishes other duties as assigned.</li> </ol>
<p><b>Competencies/Skills</b></p>	<ol style="list-style-type: none"> <li>1. Ability to maintain strictest confidentiality.</li> <li>2. Excellent customer service skills.</li> <li>3. Excellent verbal and written communication skills.</li> <li>4. Advanced computer skills utilizing Microsoft Office products. Must be able and willing to learn specialized software programs.</li> <li>5. Skill in understanding and operating in organizational structures. Must be able to function in the context of International Headquarters and communicate appropriately with the field.</li> <li>6. Attends to details, proof reads for accuracy.</li> <li>7. Ability to independently manage assigned tasks and projects with little or no supervision.</li> <li>8. Ability to research and develop new solutions to situations based on experience and knowledge of the organization.</li> <li>9. Organized, flexible, and able to multi-task.</li> <li>10. Ethics and Values</li> <li>11. Integrity and Trust</li> <li>12. Skilled with taking meeting minutes.</li> <li>13. Ability to lead small project teams.</li> </ol>
<p><b>Supervisory Responsibility</b></p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>
<p><b>Other Duties</b></p>	<p>Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.</p>
<p><b>Registered Youth Worker</b></p>	<p>Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date.</p>



# Community of Christ

<b>Ministerial Status</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Overtime Status</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt

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