



Central Pacific and Pacific Northwest Registrar / Administrative Assistant

About Us: Together, the Central Pacific Conference (CPC) and the Pacific Northwest Conference (PNC) represent the United Church of Christ in Alaska, Washington, Oregon, and Idaho. Our membership includes approximately 115 churches. We also own three camps, and have a fourth independent camp in Idaho associated with the churches there.

Accountable to: The Conference Ministers of the PNC and CPC, with some accountability to the Committee on Ministry chairpersons in each conference.

Part-Time: Hourly /Nonexempt position. 20 to 30 hours weekly with the possibility of more hours depending on the periodic needs of the Conferences, and with the approval of the Conference Ministers.

Position Objective: To effectively support the ministry of the Conferences with particular emphasis on support of the Committee on Ministry of the CPC and PNC and their important work with the authorization, support, and oversight of ministers. This is a remote position with occasional travel to in-person events. Candidates must have access to personal office space with reliable phone and high-speed internet access. The qualified candidate should have a heart for serving people and the skills to function in an effective and efficient manner.

The ongoing responsibilities of the Administrative Assistant and Registrar include:

- **Annual Yearbook Data**
 - January through April – This is an annual process of ensuring each congregation in the conference provides important data for the Yearbook publication.
- **Greater Northwest UCC DataBase**
 - Coordinate and update the Greater Northwest UCC (Salesforce) Database with information on Churches, Ministers, Members, and Leadership in the Conferences.
- **UCC Data Hub**
 - Maintains and updates the Conference information in the UCC Data HUB:
 - Update the list of active churches, contact information, pastors serving; information if a church closes, merges, etc.
 - Update information on authorized ministers, and Members in Discernment as they change addresses, transfer, or any other changes in their status.
 - Update information on lay leaders serving on committees, supply pastors, etc.
 - Update Necrology report as needed.
- **Committee on Ministry (COM)**
 - Assists the COMs in monitoring compliance with expectations for standing:
 - Track boundary training completion
 - Information Review Forms
 - Annual Meeting Attendance
 - Continuing Education

- Review minutes for the licensed minister's COM Section as needed for Data Hub updates.
- Order certificates for ordinations, installations, anniversary recognitions as requested by Conference Minister or COM Chairs
- Organization and maintenance of files for authorized ministers and those seeking ministerial authorization.
- **Annual Meetings**
 - Event Management
 - Registration
 - Quorum
 - Event Manager & Host
 - Name Tags and Packets
 - Complete Registrar Report
- **Conference Council**
 - Attend Conference Council and COM meetings as requested.
- **Assist with conference wide mailings and other administrative assistant duties.**
- **Other duties as assigned.**

Qualifications and Education Requirements

Qualified candidates will have a minimum of a high school diploma with 3-5 years of administrative experience or equivalent; Bachelors or equivalent degree or experience highly desirable.

- **Technology:**
 - Required: Demonstrated proficiency in Microsoft Word, PowerPoint, Excel, and Gmail
 - Required: Zoom, document sharing apps such as Dropbox and/or Google Drive
 - Preferred: Familiarity with Salesforce databases
 - Willingness and ability to learn UCC related technology
- **Skills and Abilities**
 - Strong organizational skills with the ability to manage multiple priorities.
 - The ability to work independently with moderate supervision.
 - Able to handle sensitive matters with discretion and confidentiality.
 - Demonstrate effective verbal and written communication skills.
 - Possess a customer service mindset with the ability to work collaboratively with others.
 - Respond to emails and other communication in a timely manner.

Compensation: \$24 an hour

Employee Benefits

- Mileage and travel expenses reimbursed.
- Internet and cell phone will be reimbursed at \$50 a month for both.
- Computer/printer/office supplies provided.
- Approved continuing education opportunities to facilitate the Admin Assistant/Registrar's ability to be better informed and equipped to perform the services provided.

Please submit your application and resume to Rev. Tyler Connoley at tyler@cpcucc.org and Rev. Phil Hodson at revphilhodson@gmail.com. Applications will be received through April 12, 2025