



The Well, a UMC Administrative Specialist

Reports to: Executive Director
Status: Full Time, FLSA: Exempt

JOB SUMMARY

The Administrative Specialist will develop and recommend best practices in areas of human resources and office administration, communicate church policy, procedure, plans and goals to staff. This person will provide administrative support in the area of Governance Team meetings and to the Executive Director. This is a full-time ministry leadership position.

REQUIREMENTS

SPIRITUAL

- Commitment to personal spiritual growth and healthy lifestyle
- Is in full alignment with and supports the vision of The Well
- Models standards and expectations of leadership, including positivity, professionalism and confidentiality
- United Methodist background is not required

LEADERSHIP SKILLS

- Ability to work in a team-based, strengths-based environment
- Attention to detail, self-starter, commitment to excellence
- Work as an agent of change, not a guardian of the status quo

GENERAL DUTIES

Human Resources

- Regularly reviews human resources policies, procedures and programs and presents recommendations to the Executive Director so as to comply with all federal and state regulations and reflect the mission of The Well
- Oversees compliance of Safe Sanctuary policies, including background checks and Child Safety Training for all staff and volunteers working with children, youth and vulnerable adults.
- Communicates benefit information to clergy and staff, answers questions, conducts open enrollment, forwards information and records to the Annual Conference Office and The Well's Executive Director
- Hires for The Well (coordinates interviews)
- In collaboration with the Director of God's Discovery Kids Preschool, hires for GDK
- Facilitates background checks
- Ensures payroll functions are fulfilled
- Analyzes time logs and time studies for trends and patterns
- Manages employee files

Finance

- Manages payroll
- Collaborates with Accounting Clerk to run payroll

Governance Team Responsibilities

- Manages GT emails
- Takes minutes at GT meetings

Conference & District

- Serves as liaison to the office of the District Superintendent (to schedule church and charge conferences)
- Manages benefits related to pastors and staff
- Manages information on enrollment in health insurance
- Delegates, coordinates, prepares and files the Annual Report for the Annual Conference Office
- Manages process and paperwork for The Pastor's annual evaluation

God's Discovery Kids

- Manages hires, advises on personnel issues and needs
- Partners with the director to ensure compliance

General Duties and requirements

- Manages special projects, delegating duties where appropriate, as designated by the Executive Director.
- Regularly participates in the following meetings - staff, ELT, Governance Team, Personnel Team.
- Other duties as assigned.

QUALIFICATION AND EXPERIENCE

- Minimum of Bachelor's degree or commensurate experience
- Passion for and ability to create, implement and evaluate teams of volunteers
- Excellent computer skills (Microsoft Office and QuickBooks)
- Educational background and experience in human resources or personnel management
- Exhibit confidentiality and ethical behavior

COMPENSATION

- Commensurate with qualifications and level of experience
- Qualifies for health benefits

Dateline for submission of application: Open until position is filled

Send a letter of interest and resume

The Well, a UMC

Attn: HR

P.O. Box 22, 14770 Canada Ave. W.

Rosemount, MN 55068

Email letter of interest and resume

offices@thewellmn.church