

**Church of the Brethren Northern Ohio District**  
Rev. John Ballinger, District Executive  
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*And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him. (Colossians 3:17)*

**Job Title:** Administrative Secretary

**Supervisor:** District Executive

**Job Classification:**

- Part time, hourly position based on 30-hour work week Monday through Friday.
- Occasional evenings, Saturdays and weekends.

**Job Overview:**

- Perform secretarial/clerical, administrative and office management functions in support of the District Executive and the Northern Ohio District.
- Ensure that the district office operates in an efficient and professional manner.
- Act as an ambassador for the Northern Ohio District and the Church of the Brethren.
- Carry out duties/responsibilities related to the position.

**Competency-Related Duties/Responsibilities:**

- Open and close district office each day at posted hours of operation.
- Greet and accommodate visitors.
- Answer telephone and take, retrieve, route and respond to messages as necessary.
- Receive, route and respond to written and electronic correspondence as necessary.
- Receive and route forms, reports, publications and other materials.
- Distribute, track and compile congregation-level district and denominational forms and reports.
- Complete district-level district and denominational forms and reports.
- Prepare, publish and distribute district publications, including official district calendar, directory, *Pastor's Memo* and *Herald*.
- Prepare materials and help make arrangements for district-level meetings and events.
- Deposit and record all receivables, self-allocation/financial gifts and other funds.
- Track all payables/expenses and prepare vouchers for payment/reimbursement.
- Maintain district office filing system, district records and petty cash account.
- Maintain district web site.
- Keep executive appointment and travel schedule in consultation with District Executive.
- Work cooperatively with district officers, board members/committees, and district staff.
- Recruit volunteers when necessary and provide supervision as required.
- Operate, clean and maintain district office and equipment, and order supplies as necessary.
- Initiate, monitor and follow up on all duties/responsibilities to their completion in a timely fashion.
- Perform other duties/responsibilities as assigned.

**Character-Related Duties/Responsibilities:**

- Interact with people and carry out duties/responsibilities with a pleasant, courteous, helpful and positive attitude.
- Come to work daily with a professional appearance and dressed in suitable office attire.
- Handle duties/responsibilities with appropriate levels of confidentiality.
- Exhibit honesty and trustworthiness in handling funds and all other district resources.
- Show evidence of personal faith in Jesus Christ through words and deeds.
- Support the mission and values of the Northern Ohio District and the Church of the Brethren.

**Qualifications:**

- At least some business school and/or college education.
- Secretarial/clerical, administrative and office management experience.
- Live in or near Ashland.
- Excellent communication and interpersonal skills.
- Highly developed attention to detail.
- Proven ability to work independently and prioritize multiple tasks.
- Desire to work in a Christian organization for heavenly as well as earthly rewards.
- Willingness to become familiar with district organization and geography.
- Proficiency in secretarial/clerical and computer skills, including spelling, grammar, typing, proofreading and data entry.
- Proficiency with Microsoft Windows and Microsoft Office software.
- Proficiency with Adobe PageMaker software is desirable.
- Proficiency in web site development and maintenance is desirable.

**Work Schedule:**

- Monday through Friday 8 a.m. – 2 p.m. New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day are paid holidays and the office is closed. When a paid holiday falls on a weekend, a weekday shall be designated as the paid holiday. The district office may be closed occasionally for extended periods of time, and the Administrative Secretary may be given the option of working during those days or taking additional time off without pay.
- Occasional evening, Saturday and weekend attendance at district-level meetings and events.

**Benefits:**

- Two weeks paid vacation each year. Time off without pay is negotiable.

**Terms of Employment, Evaluation and Termination/Resignation:**

- 90-day probationary period at beginning of employment.
- Employment is on a yearly (calendar) basis, renewable depending on annual evaluation.
- Annual evaluation is conducted by District Executive and reported to the Executive Committee of the Northern Ohio District Board.
- Termination is at the discretion of the District Executive with a minimum two week written notice, or with severance of two weeks pay in the case of immediate termination for cause. Resignation requires a minimum two week written notice.

The Church of the Brethren, founded in 1708, is a New Testament Church that follows the teaching of Jesus and emphasizes believing and belonging, spirituality and service, faith and faithful living. The Northern Ohio District of the denomination was created in 1963 and covers the northern half of the state of Ohio and a portion of southern Michigan. The district is made up of 53 churches, a 212-acre camp, two nursing homes, and nearly 6,000 members.