

Job Title:	PWC Office Secretary	Travel Required:	No (besides office commute)
Location:	Penn West Conference Office	Position Type:	Part –Time Position, 12 hours/week
Level/Salary Range:	\$ 15.00/hour	Date posted:	November 11, 2022
Direct Contact:	Rev. David Ackerman	Posting Expires:	December 9, 2022
FAX OR E-MAIL: (724) 834-0324 or david@pennwest.org Subject Line: Penn West Conference Office Secretary Attention: Rev. David Ackerman		MAIL: Penn West Conference, UCC Attn: Rev. David Ackerman 312 S. Maple Ave, Suite PWC Greensburg, PA 15601	

Job Description

ROLE AND RESPONSIBILITIES

The role of the Penn West Conference Office Secretary is to serve in the following capacities in the office:

- Retrieve and sort mail
- Answer calls and take messages
- Maintain office supplies
- Maintain filing system
- Prepare newsletters and snippets as needed
- Handle Weber Memorial scheduling
- Help to provide hospitality for PWC meetings
- Handle registrations for events
- Backup computer weekly
- Maintain confidentiality and shred all hardcopies as needed
- Provide administrative support to the PWC Academy

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Preferred Skills: The Penn West Conference Office Secretary needs to be responsible, self-motivated, and possess the following specific skills:

- Strong organizational skills.
- A hospitable, welcoming demeanor to callers/visitors/volunteers.
- The ability to work well on a team.
- Competence in computer skills and proficiency in various technologies (i.e., Zoom, Word, Excel).
- An appreciation for the work of the Penn West Conference.

We expect the Penn West Conference Office Secretary to have clearances/certifications (the PA State Police, PA Childline, and FBI Fingerprint check). The Secretary is accountable to the Conference Minister, Conference Personnel Committee, and the Conference Board of Directors. Performance reviews will be conducted by the Conference Personnel Committee.