

Administrative Assistant for Director of Clergy Services and Secretary of the Annual Conference

The Holston Annual Conference seeks an administrative assistant for the Director of Clergy Concerns/Secretary of the Annual Conference. The applicant needs to have proficiency in MS Word, MS Excel, Adobe In-Design and must be willing to learn how to use other proprietary software. The applicant must be able to understand, utilize and explain relevant sections of the Book of Discipline to persons making inquiries. The applicant should have strong organizational skills and the ability to work in an environment that has several primary areas of focus. The applicant must demonstrate the ability to be a self-starter and willing to work in a team environment. This is a full time position with competitive pay and benefits. Work to be performed at Conference Center in Alcoa, Tennessee.

Resumes should be sent to Reverend Terry Goodman via email at TerryGoodman@holston.org. Deadline for submission is Friday January 4, 2019.