



The American Baptist Churches USA is seeking an Administrative Manager

If interested, kindly consider applying.

The Administrative Manager serves as the lead administrative assistant for the Office of the General Secretary of the American Baptist Churches USA (ABCUSA). As such, the Administrative Manager is responsible for all aspects of administrative assistance to the General Secretary. The Administrative Manager also delegates tasks to administrative assistants and audits company practices to ensure consistent implementation of best administrative practices. The Administrative Manager's job is to make sure that the daily functions of a company are successful and contribute to accomplishing goals; and provides administrative assistance to the department leader, in this case the General Secretary.

This position is available immediately and requires working in person at the corporate offices located in King of Prussia, Pa. This is a full-time position with generous benefits, including paid time off (vacation, sick time and holidays); comprehensive healthcare, fully vested 403b and many more. This position reports directly to the General Secretary of ABCUSA.

Core Position Duties & Responsibilities

- Provides general administrative support for the General Secretary.
- Prepares reports and presentations, often dealing with confidential matters.
- Schedules meetings, reserves conference rooms or A/V equipment,
- Makes travel arrangements and reconciles receipts/expenses.
- Ensures departmental operations comply with organizational policies and procedures.
- Nurture partner and ecumenical relationships.
- Participates in and contributes to special projects, as directed by General Secretary.
- Represents General Secretary in ecumenical meetings, as assigned.
- Responds to correspondence and maintains departmental records.
- Assists in addressing issues and concerns and collaborates to find appropriate solutions.
- Coordinates departmental receptions and coordinates with other services to ensure hospitality consistent with our mission and values.
- Provides administrative support for the Board of General Ministries and its executive committee.
- Guides team of administrative assistants to ensure compliance with organization's mission, values, policies and procedures.

- Occasional travel to select meetings and conference events.
- Other related duties, as assigned.

Experience and Education

- Bachelor's degree in relevant field or equivalent experience
- Minimum of 5-years working for senior level/executive leader
- Experience in religious or nonprofit organization a plus
- Demonstrable ability to handle complex and confidential matters.
- Effective communicator, both written and spoken.
- Strong collaboration and interpersonal skills.
- Critical thinking skills with ability to adapt.
- Strong time management and organizational skills.
- Supervisory experience a plus.
- Project management experience a plus.
- Proficiency with Microsoft Office products.
- Alignment with ABCUSA mission and values.

American Baptist Churches is one of the most diverse Christian denominations today, with approximately 5,000 local congregations comprised of 1.3 million members across the United States and Puerto Rico. Join a vibrant ministry that is helping people serve as the Hands and Feet of Christ.

ABCUSA offers an excellent compensation package: competitive salary and benefits (health insurance, paid time off and paid sick time, participation in a fully vested 403b). ABCUSA provides the support needed to continue to develop our staff's knowledge, skills and abilities along their chosen career path consistent with ABCUSA's mission and values. We offer a safe, professional work environment located at 1015 W 9th Avenue in King of Prussia, PA.

If you are interested in applying, kindly submit Cover Letter and Resume to evon.moody@abc-usa.org as soon as possible. The position will remain open until a qualified candidate is selected.