

Title: Executive Assistant

Reports to: Executive Director and Publisher

Location: Harrisonburg, Virginia

FTE: 1 FTE, hourly

MennoMedia priorities

MennoMedia is the publishing arm of Mennonite Church USA and Mennonite Church Canada. We exist to engage and shape church and society with resources for living Christian faith from an Anabaptist perspective. We do this through various print and electronic media, including books, curriculum, periodicals and videos. Our trade book division publishes books under Herald Press; our Third Way website targets a broad audience interested in following Jesus.

Position summary

The executive assistant provides support to the executive director and publisher, manages print purchasing, creates daily financial reports, and manages finances for the Shine curriculum project, as well as providing general office, finance, and fundraising support.

Overall responsibilities

Executive director and office support

1. Provides support for the executive director and publisher, including communicating with constituents, scheduling meetings and travel, planning events.
2. Oversees logistics and docket for board of directors meetings, which happen three times per year in person and additionally via videoconference. Maintains and files corporate documents.
3. Coordinates and distributes the seasonal distribution and translation of reports requested by area conferences for annual meetings.
4. Serves as local office manager and contact for the landlord.
5. Provides marketing, sales, and development support as needed.
6. Orders supplies as needed.

Production and printing

1. Creates all purchase orders for quarterly and other curriculum products as well as for books.
2. Oversees inventory, print-on-demand, and digital reprint processes, placing orders and communicating with printers.
3. Processes and mails comp copies and advance reader copies for the marketing department, the board of directors, and staff.
4. Coordinates with contract mailing service for shipping items including a quarterly congregational order form and annual catalogs.

Financial support

1. Oversees finances for the Shine curriculum project, completing monthly reports on time and sending out statements and checks to Shine partners.
2. Keeps key financial indicator dashboards and sales reports up-to-date.
3. Records and prepares accounts payable vouchers for print jobs, office Visa cards, board travel reimbursement, and other specific areas.

Organizational Fit

1. Passion for sharing Anabaptist Christian values with the church and the world.
2. Knowledge of or willingness to work within Mennonite and related Anabaptist business and church culture.
3. Committed to Jesus Christ and participating in a local congregation.
4. Committed to Mennonite Church emphases in such areas as Christian formation, witness, service, peace, stewardship, anti-racism and church planting in many cultures.

Skills/Qualifications

1. Self-starter and team-player who is willing to ask questions, oversee coordination, and manage projects through completion.
2. Bachelor's degree or two or more years of experience related to above responsibilities, preferably in finance.
3. Excellent verbal and written communication skills.
4. Advanced computer skills in MS Outlook, Word, Excel and desire and ability to learn Acumen, QuickBooks, and other software as needed.
5. Ability to work closely in a cooperative manner with other staff.
6. Strong personal organizational skills.

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