



**PENSION FUND OF THE CHRISTIAN CHURCH
JOB OPPORTUNITY
ADMINISTRATIVE ASSISTANT**

*Join our Team to Ensure the Growth of \$3 Billion in Assets
And Serve our 14,000+ Members who Serve Others*

Pension Fund of the Christian Church is seeking an **Administrative Assistant** to support members of the Executive Team. For the right candidate, this is an exceptional opportunity to work in a personally fulfilling environment and excel with a purpose-driven organization that works to secure the financial futures of our 14,000+ members who serve others.

BACKGROUND

Pension Fund currently has assets in excess of \$3 Billion. In service to our members, Pension Fund partners with employers to:

- Offer financially secure retirement savings options and education for pastors and lay employees of the Stone-Campbell movement, including financial support of surviving family members and provisions for those who become disabled;
- Invest and manage prudently the resources of our members - maximizing returns, minimizing costs and assuming the burden of market risk;
- Engage members with compassionate care and personalized attention;
- Steward the assets and programs of Ministerial Relief and Assistance; and
- Utilize current and compliant processes.

Our products include a defined benefit pension with death and disability benefits; a 403b Tax-Deferred Retirement Account (TDRA); Roth IRA; Traditional IRA; Benefit Accumulation Account (BAA) (similar to a money market account); and Medicare Supplemental plans. We are one of over a hundred IRS approved non-bank trustees in the US.

Pension Fund members are part of the Stone-Campbell movement including but not limited to the Christian Church (Disciples of Christ), Christian Churches and Church of Christ, Church of Christ / Disciples of Christ International, and Churches of Christ (acapella) in the United States. We operate a Retirement Contribution Account (RCA) plan in Canada and a Pension Plan in Puerto Rico.

APPROACH

Everyday when they wake up, our ideal candidate will be inspired to assist the Executive Team members in providing financially secure retirement plans for our members in congregations, the international mission field, institutions of higher education, benevolent care facilities, and other expressions of the movement.

Candidates should have experience as an Executive Assistant to a C-Suite level position, be entrepreneurial yet mission-minded, relentlessly customer oriented, and understand the unique relational dynamics of working in a church-related, non-profit organization.

SUMMARY

The Administrative Assistant will assist the Executive Team Members in carrying out administrative duties, assignments, and special projects.

- Assist with the production of various reports and research projects;
- Conserve executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications;
- Maintain executive schedules by planning and scheduling meetings, conferences, teleconferences, webinars, and travel as requested;
- Process applications for Ministerial Relief and Assistance programs, acknowledging receipt and managing applications;
- Support deployed staff;
- Proof read and edit documents;
- Maintain customer confidence and protects operations by keeping information confidential;
- Prepare reports by collecting and analyzing information;
- Provide historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions'
- Maintain office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies;
- Ensure operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques;
- Contribute to team effort by accomplishing related results as needed;
- Provide appropriate hospitality to guests visiting the office;
- Provide back up support for the receptionist;
- Process expense reports for the Executive Staff;
- Organize and maintain working files (electronic and paper); and
- Provide support to other departments as needed and requested.

QUALIFICATIONS

- Excellent verbal, written, grammatical, and editorial skills;
- Proficient use of Microsoft Office (Excel, Word, PowerPoint);
- Project management skills;
- Able to work effectively in a team environment;
- Discrete in handling and maintaining confidential information;
- Detail-oriented;
- Self-motivated;
- Professional appearance and demeanor in carrying out duties; and
- Ability to learn and utilize company specific software.
- Experience with Salesforce CRM preferred.

EDUCATIONAL REQUIREMENTS AND/OR EXPERIENCE

- College degree required with preference for English, Communications, Journalism, Event Management or Business.
- Five or more years of experience as an executive assistant or office manager.

TRAVEL

- Up to 10% for educational and business functions.
- Ability to lift up to 20 lbs.

PHYSICAL ENVIRONMENTAL DEMANDS

- Office environment.

The position is based at Pension Fund's headquarters in Indianapolis, Indiana.

SALARY & BENEFITS

Pension Fund of the Christian Church offers a highly competitive salary along with the following benefits:

- 14% of salary paid on behalf of the employee to our pension plan in addition to employer match on employee elective deferrals;
- Full family health care, dental, and vision;
- Two times annual salary up to \$500,000 in our group term life policy;
- Full vacation benefits;
- Educational assistance up to the maximum allowed by the IRS as nontaxable income; and,
- A family-oriented office environment with flexible work schedules.

Interested and qualified candidates should submit a resume and cover letter to Nicole Porter, Director of Human Resources, via e-mail nporter@pensionfund.org. Candidates will be reviewed on a rolling basis and applications will remain open until the position is filled.

Pension Fund does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, handicap, age, sexual orientation, status as a parent, or any other characteristic protected by law.