**COUNCIL FOR HEALTH AND HUMAN SERVICE MINISTRIES**

**United Church of Christ**

**Associate for Engagement and Executive Administration**

**Position Status:** Full-time Exempt

**Reports to:** President/CEO

**Position Location:** CHHSM Corporate Office (Cleveland, Ohio)

**Position Purpose:** To engage strategically with CHHSM partners (member affinity groups, the United Church of Christ, covenantal and corporate partners); lead planning for the CHHSM Annual Meeting; provide executive administration in areas such as finances, personnel and strategic planning as directed by the President/CEO

**General Duties and Responsibilities**

* Coordinate planning for the regional CHHSM Affinity Group meetings
* Coordinate planning for the CHHSM Annual Meeting including program, schedule, worship, workshops and logistics
* Direct the marketing and communications needs of CHHSM
* Support and assist in the development of the agenda and materials needed for CHHSM Board of Directors meetings
* Provide the lead support role in implementation of the strategic plan in partnership with the CHHSM Board of Directors and the President/CEO
* Represent CHHSM on behalf of the President/CEO when necessary
* Provide leadership with UCC partners which offer services to member organizations, i.e., The Pension Boards, United Church Funds, Cornerstone Fund, Church Building and Loan Fund, Financial Development Ministry, The Insurance Board
* Assist the President/CEO in effectively engaging with the wider UCC church including the Council of Conference Ministers and the ministries of the national setting
* Assist in organizational development, strategic planning, and financial planning
* Oversee the CHHSM Consultants Network and assess its effectiveness
* Assist the President/CEO in conducting annual staff performance reviews
* Consult with staff in the development of their individual annual work plans
* Other duties as assigned

**Qualifications**

* Authorized ministerial standing in the UCC desirable
* Master in Business Administration or comparable certification desirable
* Five to ten-year experience in the non-profit sector desirable, especially in the areas of health and human services
* Knowledge of and commitment to the values of CHHSM and the United Church of Christ
* Ability to be flexible, innovative and work with a team
* Demonstrated administrative skills and attention to details
* Experience in strategic planning and organizational development
* Excellent people skills
* Excellent speaking, preaching, theological reflection and writing skills
* Ability to travel