

Baltimore-Washington Conference

The United Methodist Church

JOB POSTING

JOB TITLE: Central Administrator
REPORTS TO: Central Administrative Manager
LOCATION: Fulton, MD
CLASSIFICATION: Full-time, Exempt
SALARY RANGE: \$58,000 - \$63,000
POSTING: June 2025

Position Objectives:

The Central Administrator (CA) will serve as part of a team of Administrators to carry out the day-to-day functions of the Central Administration to advance the Baltimore-Washington Conference's mission of inspiring and equipping local faith communities to develop disciples of Jesus Christ for the transformation of the world.

Key Accountabilities

- Serve as secondary to the District Administrators (DAs) as point of contact for the local church members and pastors (Superintendents and DAs will refer persons to the CA as appropriate.)
- Coordinate church conference materials and file appropriate reports.
- Review church conference forms.
- Conduct final review of compensation forms.
- Disseminate information and respond to questions and concerns on apportionment payments, pension and medical arrearages, statistical reports, church fund balance reports, and church conference forms.
- Prepare communications for district and communications team for distribution.
- Conduct training/workshops.
- Assist in the workflow of the change of appointment lifecycle. This includes updating and providing the standard materials for appointment change (take-in/out) and communications with the moving committee.
- Support planning and execution of events and initiatives that further the connectional mission.

Special Aspects of the Role

- Confidentiality is mandatory.

- It is preferred that the jobholder be of the Christian faith, ideally of United Methodist denomination, and driven to be Christ-centered and Christ-like. In addition, the individual should be open to listening and learning from the faith experiences of others with different theological views.
- The job will be based at the Baltimore-Washington Conference Center in Fulton, MD
- Requires travel throughout the BWC
- Manage flow of work throughout the year in preparation for seasonal work (church conference, change of appointments, evaluations, statistics, etc.).
- Ability to work as a member of a variety of teams at the same time.

Educational Attainment

Minimum Bachelor's Degree or equivalent experience.

Work Experience

A minimum of five years of experience as an administrator or executive assistant.

Skills & Knowledge

- *Organization:* plans with the end result in focus, perform administrative tasks effectively and completes tasks on time; communicates professionally using written, oral, and digital media, demonstrates timely follow through, a problem solver.
- *Knowledge:* Possesses a working knowledge of the culture and structure of the UMC denomination and a working knowledge of Microsoft Office Suite.
- *Customer Service and Technical Competency:* demonstrates a positive, caring, non-anxious presence; ability to interact with diverse groups of laity and clergy; exhibits the ability to work effectively using various forms of communication (verbal, written & virtual) to assist persons with Arena, the Conference Web site and resources available through BWC; and manage a variety of tasks.
- *Creativity:* Brings fresh ideas and approaches to the planning and execution of tasks and events.

Key Competencies

Interpersonal Skills	Team Player	Accountability
Willingness to Learn	Concern for Impact	Openness to feedback
Results Orientation	Innovativeness	Confidentiality
Flexibility	Adaptability	Tenacity
Self-Control	Concern for Standards	Customer Service Skills

Application procedure:

To apply for this position, send a resume and cover letter outlining how you meet the specific requirements of the position to HR-BenefitsOffice@pdcbwc.org. Applications

will be reviewed weekly until the right candidate is identified.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

Baltimore-Washington Conference is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.