

Administrative Assistant Position
for the
Unity of the Brethren Executive Committee

I. Title: Executive Assistant.

II. Supervision and Authority:

- A. The Executive committee of the Unity of the Brethren will have the authority to fill this position.
- B. The Executive Assistant will serve the Executive Committee, not the Synodical Committee and will attend all Executive committee meetings.
- C. The salary for this position will be evaluated and approved at each Unity Convention.
- D. An annual performance evaluation will be the responsibility of the Executive committee members.
- E. Mailing and other miscellaneous expenses (mileage, etc.) shall be reimbursed from the Brethren Administrative Fund.

III. General Description:

- A. The Executive Assistant would work to keep projects in place from the previous committee until the project is completed. This position would also carry through with the work started by the previous executive committee to a newly elected executive board.
- B. This position is considered part time and is a non-voting position.
- C. This person cannot serve as a Synodical Representative for his or her church or serve on any other committee in the Unity of the Brethren.
- D. They cannot be a delegate for any Unity of the Brethren Convention.

IV: Essential Job Functions:

- A. Work to keep projects in place from the previous committee until the project is completed.
- B. Keep up to date with the Unity Constitution and By-Laws.

This is a new position that was created from the 2015 Referendum decisions from the convention. The position will be filled by the Executive Committee and will pay \$400.00 per month. (reference pg. 11 of the 2015 Convention Minutes)

Applicants may apply in person, email or mail to:

Kent Laza – President
4913 FM 166, Caldwell, TX 77836
Kent.laza@verizon.net
979-220-1957

or Angie Hairrell – Secretary
11482 FM 2155, Somerville, TX 77879
hairrell@gmail.com
979-219-1582

Position will be open until filled.

Date posted: January 6, 2017