



Position Description

Position: Conference Clerk

Department: Administration

Reports to: Vice President for Administration

Range: 59% - 79%

Last Reviewed: 1/27/26

Class: Hourly PT (Remote)

Summary

As part-time conference clerk to the Vice President for Administration, assist the Potomac Conference Corporation (PCC) in accomplishing its' mission to grow healthy, disciple-making churches. As a team of biblical servant leaders, PCC provides leadership, training and oversight to their network of disciples as together they share the gospel of Jesus. They value Christ-like stewards, practical creativity, helpful collaboration, grace-filled accountability, and transformational learners.

Essential Job Functions/Duties

- **A biblical servant leader** (*who (1) serves as an authentic follower of Jesus and His mission, (2) engages others in a life of holiness, and (3) takes the initiative to equip others for His mission and growth of His kingdom*) that will assist the conference in accomplishing its mission and vision by modeling its' values.
- **Meetings:** Actively engage in monthly Office Staff meetings as well as other meetings, as requested.
- **Membership:**
 - Oversee and maintain PCC membership records on eAdventist as well as any other internal data management system installed in the future.
 - Train local church clerks to access *eAdventist.net* online.
 - Train and assist local church clerks in their work.
 - Prepare membership reports quarterly and yearly.
 - Confirm and input pastoral Baptisms and Professions of Faith quarterly and yearly
- **Reports:**
 - Prepare membership reports quarterly and yearly
 - Conference Statistical Report preparation and transmission to the Union quarterly and yearly
 - Prepare Statistical Report by Churches and by Areas quarterly and yearly
 - Prepare Membership and Financial Statistics for each church including graphs annually
- **Support:**
 - Update Staffing Guidelines file annually
 - Provide necessary information for Conference Directory as needed.
 - Follow-up on membership for new church or company organizations.
 - Provide historical church information as requested.
 - Prepare statistical projects, as requested

Education, Skills, and Experience

Associate (AA/AS) degree required. College credits (12-24 months) in a related field or applicable experience may be acceptable in lieu of educational requirements. Successfully completed coursework in related field desirable. Proficiency with Microsoft Office Suite required. A proven track record of effective leadership, judgment, collaboration, learning, and character above reproach. Personally create annual spiritual growth and skill development plans.

Credentials/Licenses/Certifications

- Valid documentation of legal right to work in the United States

Work Environment

Employee will be required to do the following for prolonged or significant periods; 1) sit; 2) stand; 3) traverse stairs; 4) lift more than 10 lbs. Overtime may be required, travel may be required and conditions of travel may be difficult. Any overtime requires prior supervisor approval; 5) Ability to appropriately handle stress and interact with others is an essential function of this job.