

Pacific Yearly Meeting  
**Administrative Assistant**  
Job Description

### Background

The part-time Administrative Assistant position was approved at Annual Session 2021 as a two-year experiment to support the operation of the Yearly Meeting organization, and to foster communication and connections throughout the Yearly Meeting.

### Tasks

1. Support for Pacific Yearly Meeting Officers, Committees, Subcommittees and other similar groups
  - a. Set up Zoom meetings
  - b. Maintain a publicly available calendar of events, including the Zoom accounts available for use
  - c. Post on the PacYM website the process for requesting a Zoom space
  - d. Organize committee and other records
  
2. Roster
  - a. Maintain and periodically update the Roster on the website
  - b. Produce and post on the website a pdf of the full Roster (roles, names, Meeting affiliations) updated following sessions of Representative Committee and Annual Session
  - c. Contact the committee clerks in the Fall to request the names and Meetings of subcommittee members and appointed positions
  
3. Other Communications-Related Tasks
  - a. Create and maintain email groups approved by the Communications Committee
  - b. Create and maintain distribution lists (announcements) for registered attendees of RepCom and Annual Session
  - c. Periodically send emails to Monthly Meeting Clerks and Meeting Representatives to PacYM to verify that they are still serving in that role
  - d. Coordination Teams  
At the request of the Presiding Clerk or the Assistant to the Clerk:
    - i. Send out an email to all Officers, Committee Clerks and Representatives and Delegates to Outside Organizations after Annual Session with a description of the Coordination Teams
    - ii. Contact the members of the Coordination Teams to schedule meetings
    - iii. Share the agenda and Zoom link with the Coordination Teams in advance of each meeting
  - e. With the Assistant to the Clerk, send an email prior to the second Sunday of each month to Monthly Meeting Clerks and Meeting Representatives to PacYM with announcements and messages from the Yearly Meeting
  
4. Website
  - a. Active member of the Website Content team (of Communications Committee), which may include implementing changes to the website and other website-related projects
  - b. Post content to the website on request from Officers, Committee Clerks and the Website Content team
  - c. Create and maintain a section on the website with resources for Committee Clerks

5. Representative Committee (*currently held online via Zoom*)
  - a. Create the RepCom registration form and post on the website
  - b. Distribute the Invitation to Representative Committee in December, including the link to the registration form and information about submitting reports
  - c. Post the reports on website when received from the Assistant to the Clerk
  - d. Liaise with the Zoom host to arrange the logistics for the sessions
  - e. Attend RepCom and be available to assist the Presiding Clerk and Assistant to the Clerk as needed
  - f. With the Assistant to the Clerk:
    - i. Process and manage the registrations
    - ii. Distribute RepCom-related communications
6. Annual Session
  - a. Distribute the Call to Annual Session to Officers, Committee Clerks, Representatives and Delegates to Outside Organizations, and the Monthly Meetings and Worship Groups when received from the Presiding Clerk
  - b. Provide logistical support to the Presiding Clerk to create the Annual Session schedule
  - c. In collaboration with the Website Editors, build the Annual Session section on the website, with input from the Presiding Clerk, Assistant to the Clerk, Ministry Committee, Registrars, and Arrangements Committee, among others
  - d. Distribute a “Registration is Open” announcement by email and posted on the website
  - e. Post reports on the website when received from the Assistant to the Clerk
  - f. With the Assistant to the Clerk, Registrars, Ministry Committee, and Arrangements Committee, distribute Annual Session-related communications
  - g. Attend Annual Session and be available to assist the Presiding Clerk and Assistant to the Clerk as needed
  - h. Attend an evaluation meeting with all Officers and Committee Clerks at the close of Annual Session
  - i. With the Assistant to the Clerk, distribute post-session messages to registered attendees
7. Database Manager  
(*under the supervision of Communications Committee; a separate job description is being developed*)
  - a. Maintain the PacYM Communications and Membership Database
  - b. Update the Roster in the Database following Annual Session and RepCom, and periodically during the year as changes are reported
  - c. Build tools and functions in the Database
8. Google Workspace Administrator  
(*under the supervision of Communications Committee; tasks are being defined*)
  - a. Create and manage @pacificyearlymeeting.org identities and email accounts, and for any other domain that Pacific Yearly Meeting may acquire
9. Other
  - a. Serve ex officio on Communications Committee
  - b. Develop new forms of infrastructure to help the Yearly Meeting run more smoothly
  - c. Projects to support discernment processes of the Yearly Meeting
  - d. Provide reports to the Presiding Clerk and Assistant to the Clerk on the tasks performed, identifying any issues or concerns regarding the work, and specifying tasks or work pending
  - e. Maintain a detailed log of activities, tasks and work performed