

# *United Brethren Association for Church Development*

7693 Browns Mill Road, Chambersburg, PA 17202

(717) 375-4162

Email: [ubassociation@rhodesgrove.com](mailto:ubassociation@rhodesgrove.com)

**Job title:** Administrative Assistant  
**Location:** United Brethren Association, Located at Rhodes Grove Camp  
**Terms:** Part-Time, approx. 10 hours/week  
**Salary/rate:** To be discussed

**About us:** The U.B. Association supports the ministries of the United Brethren in Christ by sponsoring events that draw U.B. people to Rhodes Grove Camp for training and spiritual enrichment and by offering a variety of insurance products for U.B. staff.

**About the role:** The administrative assistant to the UB Association, in short, runs the daily office operations of the association. Tasks include creating monthly invoices, receiving payments, managing bills and record keeping. The administrative assistant also manages the enrolment of our members in their Health, Life and LTD insurance plans. A few events are planned each year with the help of the administrative assistant.

- Accounts Receivable and Payable
- Membership Record Keeping
- Insurance Enrolment
- Event Planning, with help of the board
- Keeping Minutes and Reports for Board Meetings
- Website up keep
- Other tasks as needed

**Candidate requirements:**

- Experience with QuickBooks, Microsoft Office and basic office/book keeping skills.

## **Contact us to apply**

Please fill out the employment application and attach your resume.

You can submit your information by e-mail or USPS to the UB Association, addresses above.