Central District Conference
A conference of Mennonite Church USA

Conference Administrator

Position description

Title	Conference Administrator
Status	80% to Fulltime, salaried, exempt. This is negotiable, depending on the successful applicant's experience, skill set, and preferences.
Reports to	Conference Minister
Location	While the CDC office is currently located in Elkhart, IN, this position can be done remotely. Regular travel to Annual Meetings, Visioning Retreats, and twice-annual leadership meetings expected with occasional travel to CDC congregations.
Start	January 2027, with a period of overlap and training alongside the current administrator
Salary	Based on fulltime salary of $52,000 to $62,500, depending on education, relevant experience, and location. Additionally, health insurance and contributions to 403b retirement plan are provided.

The Conference Administrator serves in ministry with Central District Conference. Through hospitality, stewardship, and care, you will tend the life of the conference and help pastors, congregations, and leaders thrive in their own ministries. You will steward CDC's finances, information, and systems. You will support the Board, committees, and Leadership Council, and you will be the steady, welcoming first point of contact for congregations and partners. This is a role for someone who loves bringing order and care to complex work, uses technology to make work simpler, and sees this work as a calling: serving a church community that is growing and changing.

About Central District Conference

Central District Conference (CDC) is a conference of Mennonite Church USA. We are a conference of 46 member congregations and six emerging communities of faith in 14 states and online, from long-established congregations to communities only a few years old. Our vision is to "grow as communities of grace, joy and peace, so that God's healing and hope flow through us to the world." Our mission is summed up this way: *Knowing Christ's love… answering God's call.*

We describe CDC as "a family of adult siblings" who care for one another without needing to control one another. As part of a historic peace church, we follow Jesus by refusing violence and showing up for justice, including anti-racism work. LGBTQ+ people belong in CDC's life and leadership, and we value communal discernment, generosity, and rest. CDC is financially healthy, growing, and served by a small, collaborative staff that works with an engaged Board and Leadership Council.

Areas of responsibility

The Conference Administrator is responsible for the following outcomes. The specific tasks will change as tools and needs change, and you will have room to shape how the work gets done.

Finances that are accurate, timely, and trustworthy. Working with a bookkeeper and the Treasurer, you oversee CDC's day-to-day finances: receipting and depositing contributions, paying bills, payroll, and year-end reporting. You prepare clear reports for the Board and help shape the annual spending plan. You keep donor records current, so that every gift is received with care and gratitude. Ensure an annual audit or financial review of the books and financial operations.

Leadership that is well supported. You help the Board of Directors, committees, and Leadership Council do their work well. That includes preparing agendas and materials, keeping minutes and records, following up on decisions and outstanding tasks, and keeping track of terms and appointments. You help orient new leaders.

Gatherings that run smoothly. You manage registration and logistics for the Annual Meeting, the Mid-Year Gathering, Leadership Council retreats, and other events, working with host congregations and the Communications Coordinator. Attendees, including those joining online, should find it easy to take part.

Systems and information people can rely on. You care for CDC's databases, records, and shared files, and you work with the Church Safety Coordinator to keep ministerial records accurate. You look for technology that saves time, reduces errors, and makes information easier to find, and you help keep data private and secure.

A website and resources congregations can count on. You maintain CDC's website, keeping information current, and you post content prepared by other staff, working closely with the Communications Coordinator. You compile and distribute the Annual Report Book (or digital option) in preparation for Annual Meeting. You are the point of contact for congregations looking for CDC and MC USA resources.

A welcoming first point of contact. You answer the phone and email, manage the mail and check deposits through CDC's permanent address, and connect congregations, pastors, and partners with the right person or resource.

Good stewardship of CDC's resources. You help CDC manage insurance, contracts, vendors, and financial reserves wisely. As CDC develops services for congregations, such as communications or financial services, you help with the administration that makes them work.

Partnership with the staff team. You work alongside the Conference Minister, the Associate Conference Minister for Emerging Communities of Faith, the Communications Coordinator, and the Church Safety Coordinator. Together you share information, cover for one another, and keep CDC's knowledge in shared systems.

Who we are looking for

We are looking for someone who is adaptable, resilient, self-aware, a proficient communicator, interculturally aware and comfortable working with people of different cultures, identities, and abilities, and able to work collaboratively and constructively with other people. We welcome applicants from many backgrounds and church traditions. We seek someone who is committed to following Jesus, active in a congregation, and supportive of Anabaptist beliefs and values including following Jesus by refusing violence and showing up for justice, hospitality, anti-racism, welcoming people identifying as LGBTQ+, and representing CDC well to congregations and the wider church.

We are looking for someone who:

- Is a self-starter who takes initiative, learns quickly, and gets things done. Experience is a plus, and we welcome recent college graduates who are the right fit.
- Is highly organized, dependable, and careful with details, while keeping the bigger picture in view. You follow up patiently and graciously, and you don't mind sending the second or third reminders.
- Learns new software readily and uses technology to make work simpler for everyone.
- Communicates clearly and warmly in writing and in person and handles confidential information with discretion.
- Works well with a small, mostly part-time staff team, often remotely, and enjoys collaboration across distance.
- Can work independently, set priorities, and keep commitments without close supervision.

Helpful but not required: administrative experience in a church or nonprofit; familiarity with Microsoft Office Suite, experience with church or nonprofit finances and bookkeeping software such as QuickBooks; experience supporting a board and working with volunteers; experience with donor databases, event planning, or church polity; familiarity with Mennonite Church USA; some seminary or business coursework.

Compensation, requirements, and how to apply

Compensation. In addition to the salary paid bi-monthly, benefits include medical, dental, vision, life, disability, and AD&D insurance through The Corinthian Plan, with a spouse and dependents available at the employee's cost. CDC contributes 10% of salary to retirement through Mennonite Retirement Trust. Time off includes twelve paid holidays and three personal days a year; two weeks of vacation in years one through four, three weeks in years five through eleven, and four weeks after that; medical leave of one day a month, accumulating up to 90 days; and up to 12 weeks of job-protected family leave. CDC also offers an Employee Assistance Program, support for continuing education, and mileage reimbursement at the IRS rate.

Requirements.

- A satisfactory criminal background check, consistent with CDC's Child Safety Policy and church safety practices.
- Willingness to travel several times a year to Board and Leadership Council meetings, the Annual Meeting, and other gatherings. The Annual Meeting rotates through the conference's regions.
- CDC provides the equipment needed for the work including a computer, printer, office materials, etc. A phone, data plan, and internet service are the personal responsibility of the administrator.

How to apply. Email a cover letter and résumé to doug@mcusacdc.org with "Conference Administrator" in the subject line. In your letter, tell us why this role and CDC's mission is appealing to you. Résumés will be reviewed beginning November 16, 2026 and the position remains open until filled. Finalists will interview with the Conference Minister and at least one other staff or committee member, and references will be checked.

Central District Conference provides equal employment opportunity without regard to race, color, gender, gender identity, sexual orientation, marital status, national origin, disability, or age. As a church body, CDC considers a commitment to following Jesus an occupational qualification for this role. We especially encourage applicants whose experience reflects the growing diversity of our congregations.