

Administrative Assistant Job Description

Title: Administrative Assistant

Reports To: Executive Leadership

FLSA Status/Classification: Part-Time Non-Exempt/Contracted-1099

Location: Campus Office / Virtual (Telework)

Job Summary:

Provides direct administrative support in person and virtually to achieve operational objectives. Exercises judgement within defined procedures and policies to determine appropriate action. Focuses on accountability, goals, and outcomes. Performs the daily on-going administrative & clerical duties to ensure the day-to-day office/organization runs smoothly.

Description of Work:

- Assist with calendar, email, phone, and voicemail management in a timely manner.
- Assess inefficiencies and offers appropriate recommendations to resolve issues.
- Full comprehension of the multifaceted database software, ACS Technologies.
- Verifies entered data for members and non-members are up to date to avoid.
- Data entry of financial offering envelopes.
- Manages all marketing platforms for congregant connectivity (FT App, Social Media, Constant Contact, Access ACS etc.).
- Oversight of campus inventory and purchasing program.
- Assist in the establishment of the Volunteer Ministry.
- Connect with leaders and volunteers for coordination of meetings and correspondence.
- Makes calls, writes letters and correspondence as directed.
- Assist with campus announcements coordination and email communications.
- Submits reporting in various formats to Executive Leadership when requested.
- Additional duties assigned at the discretion of Executive Leadership.

Position Requirements:

- A Minimum of 3-5 years of supervisory and administrative experience required.
- College or University Associate's Degree preferred.
- Basis knowledge in data entry systems.
- Proficient in Microsoft Office Suite with extra attention to detail in excel and word.
- Knowledge with virtual conferencing systems i.e. Zoom, Skype, RingCentral etc.
- Knowledge of customer service principles and practices.
- Working knowledge of business and management principles involved in coordination of people, projects, events and resources.
- Must be exceedingly well organized, detailed oriented, flexible, and able to adapt to the administrative challenges of supporting programs.
- Strong oral and written communication skills and interpersonal skills with the ability to effectively interface with all levels of management and functional disciplines.

- Ability to manage change in a fast-pace working environment while using a highly collaborative approach.
- Able to complete tasks accurately and timely with minimal supervision.
- Strong analytical and problem-solving skills.
- Operates in accordance with the organization's policies and procedures.
- Must be committed to the church's mission and message.