

City Ministries Job Description

Administrative Assistant – Part Time (Hourly)

I. POSITION DESCRIPTION

Provides centralized office services and communications by implementing administrative systems, procedures, and policies; and point of contact for Board of Directors and administrative support for Executive Director and department managers as needed. Coordinate space and office organization; purchase and manage supplies. Greet visitors and callers, route and resolve information requests, and respond to info@citymin.org.

II. RESPONSIBILITIES

For Executive Director

- Performs all administrative duties in support of Executive and Department Management including written correspondence and interfacing with Board Members at direction of Executive Director.
- Prepares all meeting materials/packages to include agendas and supporting reports to support ED presentation.
- Develop and sustain a level of professionalism among staff and all those we serve, presenting a professional, caring, confidential attitude always.
- Schedule meetings and appointments as needed for senior level staff.
- ***Uphold a strict level of confidentiality***

General

- Provides information by answering questions and requests serving as central point of contact for Churchome departments (except HR).
- Maintains relationships and serve as point of contact with outside vendors.
- Maintains continuity of work operations by documenting and communicating needed actions to management; mail distribution; discovering irregularities; determining continuing needs.
- Primary purchasing agent and manager of supplies budget to include equipment purchases.
- Checks all City Ministry related mailboxes, and info@citymin.org and distribute to appropriate recipients.

Support

- **IT Support** – Point person for IT related needs for all City Ministries Staff and locations, and liaison with our IT Service Provider, Equipment providers, and vendors, maintaining strict confidentiality.
- **Accounting** – Create PO's needed for monthly expenses on credit cards, CPA invoices, 1099 employee invoices and others as needed. Accountant will provide list and amounts each month.

City Ministries may assign other duties or responsibilities, in its sole discretion.

III. EMPLOYMENT STANDARDS

Education/Experience:

- 3-5 years' experience working with senior leaders in an organization and in an office administrative capacity.
- Bachelor's Degree preferred

Skills:

- Client Relationships, Supports Innovation, Developing Standards, Administrative Writing Skills situational leadership and communication skills
- Strong organizational and time-management skills and pursuit of excellence through attention to detail
- Comprehensive knowledge of personal computer operations (i.e., Word, Excel, PowerPoint) and excellent IT trouble shooting skill.
- Excellent written/verbal communication skills relative to good business correspondence and office management.
- Requires excellent organizational skills and attention to detail and the ability to work independently without direct daily supervision. Must have the ability to work directly with department managers.
- Ability to see, articulate and implement the vision of City Ministries.
- Can anticipate, enjoy and thrive in a rapidly changing environment.
- Able to lift 25 lbs. (these types of abilities are especially important to list if you have a position requiring physical strength or stamina)

Work Status: Part Time (20 hours per week 8:30AM-1:30PM)
Supervisor: Executive Director
Staff Supervision: None
Hourly Rate: \$17.50

Employees of City Ministries must comply with the policies, procedures, requirements and responsibilities set forth in the staff handbook and City Ministries' other manuals and directives, as revised from time to time, including our Statement of Faith. These may include, for example, attendance at the weekly staff meeting, lifestyle expectations and church attendance expectations. This job description is subject to revision by City Ministries at any time and for any reason. Nothing in this job description shall be construed as an implied agreement or promise of specific treatment of an employee, and it does not change the at-will employment relationship between the employee and City Ministries.