

Administrative Assistant (Part-Time)

Central Coast Rescue Mission

Organization

The Rescue Mission Alliance (RMA) is a Christian non-profit organization that has been serving the less fortunate in Southern California through emergency and long-term rehabilitation services since 1972. RMA partners with local churches to meet the spiritual needs of the people we serve. The Central Coast Rescue Mission (CCRM) is an 18-bed men's facility dedicated to assisting men who are poor, homeless, and or have substance abuse problems. It also provides outreach services to the homeless and poor living on the Central Coast

Summary

The Administrative Assistant will assist the Director with scheduling and maintaining his calendar of events and meetings, in addition to assisting the Administrative Lead with events coordination, scheduling tours, and assisting with volunteers in their respective positions. This is a part time, non-exempt regular position located in Santa Maria, CA at CCRM and reports to the CCRM Director, and to the Administrative Lead for day to day operations. Compensation is commensurate with skills and experience.

Essential Duties & Responsibilities

- Assist Administrative Lead with daily responsibilities, including screening and assigning volunteers; special events coordination and support; contacting partner churches and businesses, and conducting tours of the Mission.
- Coordinate and prepare business meetings including logistics, agenda, documentation; as appropriate record minutes and follow-up tasks.
- Assist with the Director's calendar, scheduling, confirming, and arranging meetings, speaking engagements, events and conferences; provide a daily list of scheduled meetings; make travel arrangements, compile, and reconcile expenses, mileage reports, and other related documents.
- Prepare documents: including formatting and editing letters, preparing and/or editing emails and managing other correspondence and office documents from the draft to delivery stages; review finished material for completeness, accuracy, clarity, format and compliance with policies and procedures.
- Log and maintain pertinent information for reporting purposes.
- Greet and direct visitors and volunteers with warmth and hospitality; answers routine inquiries; and provide assistance with donation drop-offs.
- Oversee day-to-day operation of office equipment such (copy and fax machines, etc.); order supplies and monitor effective operation; order, stock, and distribute office supplies as needed.
- Maintain, process, and update files, records, and other documents.
- Run various routine errands as necessary.
- Work non-standard office hours (split-shifts and weekends) as needed to facilitate events and program assistance.

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- Oversee Facebook postings; contribute to the CCRM newsletter.

Other Duties & Responsibilities

- Manage volunteer database, schedules, and inquiries. Also assist in engaging volunteer groups in the Mission's outreach events, SOS truck, food pantry and holiday events.
- Assist with volunteer recruitment, equipping and orientation.
- Foster and encourage teamwork within the Central Coast Rescue Mission.
- Strive for continuous improvement in typing, computer skills, and communication.
- Comply with and promote the RMA safety program.
- Attend and participate in daily staff meetings.
- Perform other related duties and projects assigned by the CCRM Director.

Supervisory Responsibilities

There are no employees reporting to this position.

Qualifications

- Committed Christian, in agreement with RMA's Statement of Faith and active in a local church.
- High-school diploma or GED.
- 1 or more year's administrative experience in an office environment.
- Valid California driver's license and insurable under RMA.
- Proficiency with Microsoft Office Suite and general office equipment.
- Bilingual (English/Spanish) a plus.

Skills

- Well organized and ability to handle multiple tasks with multiple interruptions.
- Excellent customer service, patient with a strong hospitality focus and ability to care for others.
- Exceptional ability to take initiative, problem solves, and responds to a variety of issues and people.
- Excellent oral and written communication and interpersonal skills.
- Strong prioritization and multi-tasking abilities to effectively manage workflow.
- Ability to maintain confidentiality of sensitive materials and issues.
- Ability to work well independently and within a team.
- Good working knowledge of computers and ability to learn new software applications quickly.

Software

Microsoft Word, Outlook, PowerPoint

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Physical Demands

- Sitting and working with computers for extended periods of time.
- Occasionally lifting boxes weighing up to 30 lbs.
- Standing outside for extended periods of time during events.

Equipment

- Basic office equipment, such as computers, copiers, and printers.
- Cars and light trucks.

Work Environment

This position will function to a large degree in an office environment. As a part of normal duties this position will also be in facilities with an at-risk population where errant behavior and disease risk may be present. Appropriate safety considerations will be required to avoid illness or injury.

Acknowledgement

I have reviewed this job description with my supervisor and understand the requirements for the position and what is expected from me (please check one of the following boxes and sign below).

- ☐ I am able to perform the duties described in this job description without any special accommodations.
- ☐ I am able to perform the duties described in this job description with the following accommodations:

- ☐ I am not able to perform the duties described in this job description.

Employee Signature: _____ Date: _____