



JOB DESCRIPTION

DATE: February 11, 2015
JOB TITLE: **Administrative Assistant – Care and Influence**
LOCATION: Central Services
REPORTS TO: Director of Care and Influence
FLSA STATUS: Full-time, Non-exempt

SUMMARY

The Administrative Assistant will provide administrative support and assistance to the Director of Care and Influence.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide administrative assistance to the Director of Care and Influence, as well as supporting the Director's role as Academic Dean and Director of Development.
- Collaborates with the Care/Influence ministry team to facilitate the flow of ministry, and may provide administrative support per the Director's request.
- Maintain the Director of Care and Influence's calendar with an understanding of the Director's primary focus and prioritizing requests for his/her time accordingly.
- Receive and screen communications for the Care and Influence Ministry, including telephone and email messages, and provide assistance and direction using independent judgment to determine those that require priority attention.
- Maintain and manage the Chaplain database.
- Plan and oversee events executed by others such as baptisms, funerals, retreats, chaplain training, weddings, etc.
- Provide administrative support such as creating documents, photocopying, organizing, filing, etc.
- Coordinate, write, and distribute correspondence and responses.
- Implement and execute special projects as assigned, with minimal oversight.
- Handle sensitive and/or confidential documents and information where judgment and discretion are essential.
- Maintain a high degree of confidentiality, discretion, tact, oversight, and flexibility to promote the mission of PLC.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibility.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High school diploma required, some college preferred.

- Clerical training and/or experience in an executive administrative support role preferred.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine correspondence. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang. Ability to speak effectively before groups.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

OTHER SKILLS AND ABILITIES:

- Proficient in the use of Microsoft Office (Word, Excel, Publisher, Powerpoint, and Outlook).
- Proficient in technologies such as Facebook, Twitter, blogs, texting, and willing to learn new technologies as they become useful.
- The ability to maintain confidentiality and work with sensitive information is paramount.
- Ability to meet deadlines, remember important details, and routinely complete assigned tasks.
- Ability to work efficiently and effectively in team situations is critical, as well as the ability to work independently.
- Must possess solid time management skills and organizational abilities with the ability to set priorities, multi-task and meet deadlines. The ability to wear many “hats” simultaneously is desirable.
- Ability to maintain confidentiality with a high degree of sensitivity and discretion.
- Ability to positively interact with individuals and office-related guests.
- Ability to think creatively and provide design assistance is a plus.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The building is multi-level with several sets of stairs, but is handicap accessible and equipped with an elevator. It is a nonsmoking environment.

COMMENTS

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee _____ Date _____

Approved by Supervisor _____ Date _____