



## **JOB DESCRIPTION**

**DATE:** April 7, 2015  
**JOB TITLE:** **Care Administrative Assistant**  
**LOCATION:** Cedar Falls Campus  
**REPORTS TO:** Discipleship Pastor  
**FLSA STATUS:** Part-time, Non-exempt

### **SUMMARY**

The Care Administrative Assistant is responsible for providing professional administrative and clerical support. The Administrative Assistant will establish and maintain efficient administrative services that allow for a responsive, service-oriented environment.

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

- Manage and maintain the chaplain deployment process for the Cedar Falls campus.
- Match chaplains to persons in need using information available for right fit match.
- Maintain up-to-date information on appropriate database/software.
- Collaborate with Care ministry to coordinate and update chaplain personnel rosters as needed.
- Coordinate the funeral process for Cedar Falls campus as need arises.
- Act as Wedding Ceremony Coordinator for Cedar Falls campus Weddings.
- Screen and post prayer requests to the PLC website in a timely manner as well as input requests needing Chaplain attention to F1 database.
- 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.

### **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.
- One year of related education 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.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to count money.

**REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems in a positive manner and find effective solutions or know where to seek assistance.

**OTHER SKILLS AND ABILITIES**

- Proficient in the use of Microsoft Office (Word, Excel, Publisher, Powerpoint, Access, and Outlook).
- Proficient in technologies such as Facebook, Twitter, blogs, texting, and willing to learn new technologies as they become useful.
- Ability to learn software programs used to produce documents, reports, and presentations.
- 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.
- Implement and execute special projects as assigned, with minimal oversight.

**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 \_\_\_\_\_