



## JOB DESCRIPTION

### Administrative Assistant

**Reports to:** Business Manager

**Status:** FT/Non-Exempt

**Department:** Administration

**Date:** July 2021

#### **SUMMARY OF POSITION:**

Provide high-level administrative support to the Leadership Team by handling information requests, preparing reports, gathering information, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, scheduling meetings, and assisting with special projects. Requires a high level of confidentiality, initiative, professionalism, organization, and independent work ability. Assure discreet handling of all business.

#### **DUTIES AND RESPONSIBILITIES:**

- ❖ Provide administrative and project-level support to the Leadership Team, some of which may be sensitive/confidential
- ❖ Collaborates with internal and external stakeholders on projects overseeing project development, completion, and implementation
- ❖ Track and help drive completion of key deliverables and pro-actively follow up on outstanding items
- ❖ Serve as front desk professional welcoming guests and directing appropriately
- ❖ Undertake the tasks of receiving calls, taking messages, and routing correspondence
- ❖ Maintain calendars and arrange meetings/appointments
- ❖ Collection and distribution of mail and or packages to proper department/person
- ❖ Functions within the finance department to help with deposits, payables, etc...as needed
- ❖ Process and coordinate donor letters as needed
- ❖ Prepare agendas and schedules for meetings
- ❖ Maintain office supplies and coordinate maintenance of office equipment
- ❖ Update forms, records, and directories as needed. Distribute accordingly
- ❖ Maintain corporate email and route to appropriate department/person
- ❖ Other duties as assigned

#### **SKILLS AND QUALIFICATIONS:**

- ❖ Excels in a fast-paced work environment
- ❖ Excellent interpersonal skills
- ❖ Excellent written and verbal communication skills
- ❖ Proficiency in MS Office 365
- ❖ Excellent organizational skills and attention to detail
- ❖ Excellent reliability, flexibility, and responsibility

**WORKING CONDITIONS/PHYSICAL FACTORS:**

*Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%*

- ❖ Stand, walk, or sit – continuously
- ❖ Reach with hands and arms – Occasionally
- ❖ Stoop, knee, or crouch – Occasionally
- ❖ Lift and/or move up to 15 pounds – Occasionally

**EDUCATION/EXPERIENCE:**

- ❖ High School Diploma or equivalent – Associate’s degree preferred
- ❖ Three to five years of experience in an administrative role
- ❖ Past experience with a nonprofit organization is a plus

**GENERAL STATEMENT:**

It is understood that this job description may be expanded or modified in the future to accommodate needs.

**Requirement:**

The York Rescue Mission dba **LifePath Christian Ministries** is a privately funded 501 (c)3 non-profit, Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to share the Gospel in order to see lives redeemed, renewed, and restored and to celebrate the stories of lives being transformed through relationship with Jesus Christ. We consider every position to be essential in the fulfillment of our ministry and Mission Statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of LifePath Christian Ministries;
- Subscribe to the LifePath Christian Ministries’ Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the policies of the LifePath Christian Ministries’ Employee Handbook.

***My signature below acknowledges that I have read and understand the job description as described herein and I affirm that I can fulfill the requirements of this role. I understand that this job description is not all-inclusive and that employment is always “at will”.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date