Florida Baptist Children's Homes|One More Child is an equal opportunity employer

JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT

Department: Strategic Operations and Engagement
Reports To: Executive Vice President
Recruited By: Executive Vice President
Approved By: Executive Vice President
Organizational Unit: Headquarters
Status: Full-Time
Classification: Non-Exempt

JOB SUMMARY

This position will provide a broad range of support services for the department of Strategic Operation and Engagement.

ESSENTIAL DUTIES AND FUNCTIONS

- Ensure that the administrative tasks of the Executive Vice President and the Executive Director of Church Engagement are accomplished in a timely and accurate manner.
- Assist in scheduling meetings, tours and speaking engagements along with coordinating all details and ensuring preparation.
- Manage calendars for the department of Strategic Operation and Engagement.
- Effectively communicate with donors, churches, community partners and others to enhance engagement with FBCH|OMC.
- Ensure all assigned reporting is completed in a timely manner (expense reports, data entry, etc.).
- Arrange travel logistics for the Executive Vice President and his team, as needed.
- Ensure sufficient supply of office materials/equipment is maintained.
- Coordinate and manage systems to organize and maintain records/files for the department of Strategic Operations and Engagement.
- To perform such other duties as may be assigned by the Executive Vice President and Executive Director of Church Engagement.

MINIMUM QUALIFICATIONS

- Bachelor's degree preferred.
- Experience performing clerical work.
- Proficient in Microsoft Office, specifically Word, Excel and Outlook and willingness to learn Raiser's Edge data base program.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Effective communication skills, both oral and written
- Skilled at analyzing data and identifying useful information

- Flexibility to adjust with poise to changing needs
- Ability to maintain confidential employee, client and organization information
- Dependable, highly motivated self-starter
- Detail oriented, highly organized and able to handle a variety of tasks and responsibilities in a timely and efficient manner with a high level of quality and accuracy
- Ability to understand and follow oral and written instructions, meet deadlines and work independently and as part of a team
- Ability to build effective professional working relationships both internally and externally
- Ability to solve daily problems by analyzing situations, determining appropriate next steps and implementing the plan accordingly
- Ability to maintain a positive attitude that promotes constructive resolution of problems and concerns
- Ability to comprehend and process information rapidly and accurately
- Skilled in effectively organizing work, files, records, etc., to maintain efficient work flow

SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
- Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.
- Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.
- Engage in witness activities as a normal part of life.

PHYSICAL DEMANDS

These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. The ability to lift up to 30 pounds (boxes, documents, and/or equipment).

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.

Job functions are performed in a normal office environment.

I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.

Print Name: _____ Signed: _____ Dated: _____