

JOB DESCRIPTION: SECRETARY

Department:	Administration
Reports To:	Senior Director of Facilities
Recruited By:	Senior Director of Facilities
Approved By:	Executive Director of Risk Management and Administration
Status:	Part Time
Classification:	Non-Exempt

JOB SUMMARY

To provide support services to appropriate personnel, programs, and clients and to enhance the overall programs.

ESSENTIAL DUTIES AND FUNCTIONS

- Answer the telephone and direct calls to the appropriate person or voicemail or take messages as appropriate.
- Ensure that the administrative tasks are accomplished in a timely and accurate manner.
- Greet and direct visitors to the appropriate personnel.
- Process all correspondence, typing, filing and minutes.
- Maintain neat and up to date records as required.
- Preserve the confidential nature of all work.
- Attend staff meetings, as required.
- Input data regarding volunteer hours or other program information into required databases, within specified time frames.
- Ensure Gift in Kind processes are completed in a timely manner as outlined by Finance Team.
- Maintain neat and clean lobby, kitchen, and any common areas.
- Perform other duties as assigned by the Senior Director of Facilities.

MINIMUM QUALIFICATIONS

- Have at minimum a high school diploma or a GED, advanced education preferred.
- Experience in clerical field preferred.
- Proficiency in computers, dictation, accounting, or filing may be required.
- Proficient in Microsoft Office, specifically Word, Excel and Outlook and willingness to learn Raiser's Edge data base program.
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KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Computer and systems skills including experience with Microsoft Word and Excel.
- Ability to build effective professional working relationships internally and externally.
- Effective communication skills, both oral and written; attention to detail, and ability to multi-task and stay organized under tight deadlines.
- Presents him or herself outside the agency in a manner in keeping with the firm's core values and guiding principles.
- Ability to maintain confidential employee and company information.
- Ability to multi-task.
- Ability to understand and follow oral and written instructions, meet deadlines, and work independently.
- Ability to solve daily problems by analyzing situations, determining next step and implementing.
- Ability to comprehend and process information rapidly and accurately.
- Skills in effectively organizing work, files, records, etc., to maintain efficient workflow.

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.



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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 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: _____