

JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT

Department:	Strategic Partnerships
Reports To:	Senior Director of Foster Care, Jacksonville
Recruited By:	Senior Director of Foster Care, Jacksonville
Approved By:	Executive Director of Foster Care
Status:	Part-Time
Classification:	Non-Exempt

JOB SUMMARY

To provide support services to Senior Director of Foster Care and appropriate personnel, programs, and clients and to enhance services on the Jacksonville Campus.

ESSENTIAL DUTIES AND FUNCTIONS

- Assist in scheduling meetings, tours and speaking engagements along with coordinating all details and ensuring preparation.
- Organizing and distributing mail for the Jacksonville campus and forwarding bills/invoices to Finance for payment in a timely manner.
- Answer the telephone and direct calls to the appropriate person or voicemail or take messages as appropriate.
- 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.
- Ensure all assigned reporting is completed in a timely manner (expense reports, data entry, etc.).
- Ensure sufficient supply of office materials/equipment is maintained.
- Coordinate donations drop offs and distributions. Maintain and organize donations with the assistance of volunteer groups scheduled by the volunteer coordinator.
- Ensure Gift in Kind processes are completed in a timely manner as outlined by Finance Team.
- Establish contact and build relationships with volunteers, partners, donors, and churches.
- Perform other duties as assigned by the Senior Director of Foster Care.

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.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Computer and systems skills including experience with Microsoft Word, Excel, and PowerPoint.
- 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.



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

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 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 as well as in meetings around the South Florida.

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: _____