

Ministry Profile – Administrative Assistant

Position Description: Part-Time Admin Assistant

Accounts and Information Operations Assistant

The Accounts and Information Operations Administrative Assistant reports directly to the Director and is responsible for overseeing the administrative tasks related to keeping accounts information current and information systems and management current. This person works in partnership with a Virtual Assistant.

Logistics:

Hours: 10-15 hours per week

Compensation: \$13-18.00/hour (based on experience)

Benefits: None

Start Date: Immediately

Schedule: Flexible

S/he will represent Arm as a minister of the Gospel and maintain the highest of integrity, love, and moral character inside and outside of ARM in order to maintain a positive influence within our community.

Main Responsibilities:

1. Maintain physical filing system and folders management
 - a. File documents and correspondence
 - b. Make copies of documents/scan and file
 - c. Shred documents as needed

2. Financial Processes
 - a. Copy checks and other financial correspondence
 - b. Pay bills and invoices
 - c. Maintain financial filing process
 - d. Collaborate with virtual assistant on paying bills and invoices-electronic
 - e. Make deposits
 - f. Manage physical cash
 - g. Assist with payroll and timesheet management

3. Correspondence
 - a. Help oversee letters and correspondence production and distribution
 - b. Record, organize, and distribute meeting minutes as needed
 - c. Oversee bulk mailing process for large mailings
 - d. Serve as a receptionist to answer and direct calls/messages

As needed and based on skill: Make flyers, posters, and social media posts

Assist with managing and cleaning digital files ie. Picture files

Culture, Requirements, Skills, and Abilities

Culture and Values

ARM has culture and value statements that are critical for the success and chemistry of our team. These statements are attached as appendices to this document or found in the Personnel Handbook. All team members are expected to live into these culture and values statements.

Requirements

- A personal commitment to and active faith in Jesus Christ as Lord.
- Active in a local church or campus ministry
- Strong work ethic and committed to excellence in details and organization
- Enjoys filing, organizing and managing details
- Thorough knowledge of Microsoft Office Suite Products or able to learn
- Able to learn CRM platform-Network for Good and other platforms as required
- Able to perform or learn basic principles in making financial deposits and deposit reports
- Able to working with electronic equipment i.e copiers, printers, calculators
- Enjoys working with a team and group
- Has a high sense of responsibility, initiative, and self-starter
- Takes initiative to learn new skills, processes, and emerging systems and techniques

Skills and Abilities

- Excellent skills in patiently relating to and communicating with diverse people both in person and over the phone
- Trustworthy to handle deposits and cash
- Excellent skills and attributes in working with young adults and volunteers
- Incredible attention to detail and organization
- Highly proficient in using digital tools such as Microsoft Word, Excel, and PowerPoint to create professional, organized documents

- Highly proficient in web-based tools such as Google Chrome as well as Gmail, Google Drive, and Google Calendar.
- A heart for the poor and those surviving on low-incomes
- Enjoys working with youth and young adults
- Can lead and direct a team of volunteers assisting in administrative processes

Preferred, but not Required

- Clerical work experience 1 year or more
- Mission trip/volunteer experiences with people from low incomes
- Experience working with students and volunteers

Physical Demands

The administrative assistant should be able to lift approximately 30 lbs, stand for long periods of time, and able to work at a desk and office environment.

Work Environment

The administrative assistant will report daily to the ARM office, which is located at 305 N. Thach Avenue, Auburn, AL. Office hours are typically from 8a – 5p, Monday – Friday. There are occasionally weekend events and periodic evening board meetings and committee meetings. Time will be compensated as needed for any evening or weekend hours.

Conclusion

These roles and responsibilities are intended to convey information essential to understanding the scope of the position and the general nature and level of work performed by the admin. assistant. This position description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position and there may be other duties as assigned by ARM's Director.

To apply for this position:

Send a cover letter/email to Lisa Pierce explaining why you would like to serve in this position and a resume highlighting your experience. Fill out the general ARM application. There will be some potential follow-up assessments, background check, and questions that will lead to a potential interview.

Email lisa@arm-al.org

The position closes July 31, 2024.