

Ministry Profile – Administrative Assistant

Position Description: Part-Time Admin Assistant

The Administrative Assistant (AA) reports to the Director of Ministry Operations and is responsible for overseeing the administrative tasks related to daily business operations, basic finance administration, correspondence management, reports management, and other traditional office administration tasks. A primary function is oversight of the donor and volunteer Customer Retention Management (CRM) platform. An additional duty includes administrative support of the Disaster Response network of the Southeast District of the Alabama West Florida Conference of the United Methodist Church. The AA works closely with the Bookkeeper and Executive Director. S/he represents ARM as a minister of the Gospel and maintains the highest of integrity, love, and moral character inside and outside of ARM in order to maintain a positive influence within our community.

Alabama Rural Ministry (ARM) overview: ARM is a ministry focused on developing servant leaders through home repair and community revitalization. Two main aspects include hosting home repair volunteer teams throughout the year and running a summer children's day camp in Tuskegee. ARM hosts several local and non-local volunteer groups who serve families in need through home repair. ARM also has a student group on the Auburn campus dedicated to home repair projects. They meet 2x during the month in the evening and serve typically one Saturday per month in home repair. ARM also supports Disaster Recovery initiatives in Alabama. The AA's work will support these ministry activities.

Logistics:

Part time 20-25 hours per week

Health benefits are negotiable

\$18/hour starting

Main Responsibilities:

1. Office Management and Organization
 - a. Oversee the office processes making recommendations, changes, updates as needed
 - b. Maintain ARM physical file system
 - c. Ensure main office and reception area stays neat, clean, and organized

- d. Help prepare for ARM events in support of other staff
 - e. Order and maintains all office/building related supplies
 - f. Make copies/scans/printouts as needed
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- 2. Database and list management
 - a. Maintain an organized list of donor contacts
 - b. Update and acquire as needed church and partner contact lists
 - c. Enter and maintain donor management processes. (Network for Good)
 - d. Oversee donor correspondence to include mailings and donor tracking
 - e. Keep digital spaces organized and updated
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- 3. Finance Administration
 - a. Manages payroll/time sheets as needed and with the Professional Employment Organization
 - b. Oversees the admin portion of onboarding new staff to include e-verify, tax forms
 - c. Maintains accounts/credit cards/other spending controls with bookkeeper and Operations Director
 - d. Use the e-grants platform for AmeriCorps/VISTA verifications and reporting help
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- 4. Correspondence
 - a. Main receptionist during working hours. Directs calls and messages to other staff.
 - b. Help oversee letters and correspondence production and distribution
 - c. Attends meetings, takes minutes as needed, and distributes to staff
 - d. Monitors email inboxes tracking certain email inquiries (requests for assistance)
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- 5. Event Support
 - a. Help with registration/home repair serve days as needed (mainly for special events)
 - b. Help set up/organize small events and meetings
 - c. Assist with the Summer Mission Camp training in Tuskegee and at times camp support as needed. (Mainly week days but could be an occasional Saturday or Sunday)
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- 6. Disaster Recovery Administration
 - a. Assist with emails and notifications to disaster team for the AWF Conference
 - b. Maintain a tracker for disaster recovery contacts
 - c. Assist with mailings and other communications for disaster recover

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.
- Enjoys organize workflows and processes and teaching others
- Thorough knowledge of Microsoft Office Suite Products
- Able to learn CRM platform-Network for Good and other platforms as required
- Working from the ARM office in Auburn, AL. and some travel to Tuskegee, AL.
- Able to work with a team and group
- Participate in daily huddles and, as needed, weekly staff meetings
- Provide reports and assessments to the Director
- Able to work Monday-Friday for block time periods.
- As needed, serve during a block of evening hours or a weekend.

Skills and Abilities

- Excellent skills in patiently relating to and communicating with diverse people both in person and over the phone
- Excellent skills and attributes in working with young adults and volunteers
- Incredible attention to detail and the ability to understand workflow processes.
- Comfortable working with a computer and learning web based platforms
- 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.
- Exceptional organizational and administrative skills with keen sense of detail.

Preferred, but not Required

- Five years experience in administration or business management
- Any prior experience working with families and/or children living in low/fixed income households or church mission trips in the past
- Experience volunteering with community service organizations
- BS Degree or equivalent
- Familiar with the Bible, Old and New Testaments of the Bible

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 occasional weekend events and periodic evening board meetings and committee meetings. Time will be compensated as needed for any evening or weekend hours. A site in Tuskegee is used for housing volunteers and sometimes a duty station for activities and meetings.

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 resume and application (by request) with references to Lisa Pierce lisa@arm-al.org. There will be potential follow-up personality assessments, a background check, reference check and questions that will lead to a potential interview.