



JOB DESCRIPTION

Title: ADMINISTRATIVE ASSISTANT **FLSA STATUS:** Exempt
Grade: 6 **Step: 1**

Job Summary: Under the general direction of the Ministry Director, performs highly responsible administrative and advanced secretarial duties. May be responsible for, or coordinate projects at the request of the Director. Will handle a wide variety of situations and conflicts involving the clerical or administrative functions of the ministry whenever Director is not available.

Supervisor: Ministry Director

Duties & Responsibilities:

1. Composes correspondence requiring understanding of the ministry.
2. On own initiative, arranges for staff member to represent organization at conferences and meetings and establishes appointment priorities.
3. Notes commitments made by Director during meetings and arranges for staff implementation.
4. Summarizes the content of incoming materials, specially gathered information, or meetings to assist the Director.
5. In the Directors absence, ensures that requests for action or information are relayed to the appropriate staff or ministries.
6. Reviews, revises and/or implements ministry policies and procedures.
7. Evaluates ministry objectives, priorities and activities in terms of immediate problems and long range planning;
8. Assist the Director in the management and coordination of the day to day operations of the Ministry, including the supervision of staff and volunteers.
9. Represent the Director in contacts with general public and local, state and federal agencies.
10. Review, coordinate and implement program and grant activities.
11. Participates in staff retreats and continuing education.
12. Performs other duties pertaining to the Ministry as assigned by Ministry Director.

Qualifications:

1. Comprehensive knowledge of modern office practices.
2. Considerable knowledge of business English and spelling.
3. Ability to understand and follow quickly and accurately, brief oral and written instructions.
4. Ability to prepare and audit reports.
5. Knowledge, skills and experience in personal computers and word processors.
6. **Five years** of work experience in general office procedures and practices.
7. Ability to communicate effectively both orally and in writing in a professional manner.
8. Ability to work with and appropriately handle confidential information.
9. Ability to deal with the public in a professional, courteous and tactful manner.
10. Bilingual English / Spanish.

Working Conditions:

1. Works 35 hours per week, usually between 9:00 am – 5:00 pm Monday – Friday, with an hour break for lunch from 12:00 PM -1:00 PM.
2. Schedule will vary according to the needs of the Ministry, especially when evening and/or weekend work is required.
3. **Overtime is not approved**, unless authorized by the Chancery Office.

Disclaimer Clause: The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee

Supervisor

Date