

# **JOB DESCRIPTION**

## **Center Support Staff**

**Position: Administrative Assistant**

**Supervisor:** Center Director

### **Summary:**

Administrative Assistant is responsible for supporting and coordinating various departments and areas of responsibility within the Center's Leadership Team. The role is involved in supporting the administration of the Centers, Educational, Transportation and Counseling programs and includes such functions as digital entry, filing, form production, duplication and reproduction, coordination and reproduction of Center correspondence, and reports; management, database and record keeping functions and other office related functions as needed. This is done while demonstrating Christian principles in accomplishing these tasks.

### **I. Qualifications**

- A. Completion of the requirements for a High School diploma, additional training is preferred.
- B. Be immunized and in good health.(Leviticus 13:1-6)
- C. Administrative Assistant must be able to demonstrate the attributes required to be a Christian role model for the people he/she comes in contact.(1 Timothy 4:12f; Joshua 24:15)
- D. Must possess communication skills enabling him/ her to work effectively with Center Director and other professional staff at the Center.
- E. Must possess the basic skills related to the function of clerical tasks such as: the use of technology, typing, familiar with the office equipment, filing, good phone personality, database management, etc. (Proverbs 18:24)
- F. Must be able to handle responsibility well.

### **II. Responsibilities**

General Responsibilities:

- A. Position requires between 20 - 40 hrs/week as scheduled by supervisor.
- B. Administrative Assistant will be responsible for the use of technolog, typing, database management and producing various professional forms and records submitted by Center Staff.
- C. Administrative Assistant will be responsible for organizing, managing, typing and reproducing special professional projects from time to time.
- D.. Administrative Assistant will perform all other required tasks related to the effective operation of the Center.
- E. Administrative Assistant will abide by the policies and procedures as defined by the Center Board of Directors. (Joshua 1:7f)
- F. Administrative Assistant will support the process of phone communications and office management duties.
- G. Coordinate the scheduling, record keeping, and public relations function of the Center's Professional Program.
- H. Perform tasks with assistance to the Executive Director as needed.

### **III. Evaluation**

A. Administrative Assistant will participate in a minimum six month probationary period during which time he/she will receive two supervisory evaluations. After the successful completion of two three-month evaluations, he/she will thereafter participate in a formal evaluation procedure every year.

[Salary Office Staff](#)