

Good News Rescue Mission  
Job Description

<b>Position Title:</b>	<b>Administrative Assistant</b>	
<b>Ministry Department:</b>	<b>Development and Community Relations</b>	
<b>Reports To:</b>	<b>Director of Development</b>	
<b>FSLA Status:</b>	<b>Non-Exempt</b>	<b>Hourly Pay Range:</b>
<b>Status:</b>	<b>Full-time, hourly</b>	<b>\$17.50 - \$19.00</b>

**Description:**

The role of the Administrative Assistant is to support the Development Director and ensure the smooth operation of the Development Team by efficiently handling a variety of administrative duties. This role is crucial in supporting the team's collective efforts in donor development, community engagement, and fundraising initiatives at the Good News Rescue Mission. The Administrative Assistant will be pivotal in organizing meetings, managing communication, providing donor support, and preparing documents, enabling the team to focus on their strategic goals. While the position includes routine administrative tasks, the responsibilities may shift and adapt to the changing needs of the team and the organization. The cornerstone of the Administrative Assistant's role is to guarantee that all tasks are carried out with efficiency, confidentiality, and accuracy. The ideal candidate for this role is one looking to gain experience and grow into an Executive Assistant role.

**Responsibilities:**

1. Provide administrative support for the Director of Development and Development team.
2. Deliver exceptional customer service to donors via various channels including in-person, phone and email.
3. Provide special event coordination and day-of-event support.
4. Prepare communications such as letters, emails and reports.
5. Support meetings by preparing agendas, taking notes and following up with action items.
6. Create and format detailed reports on donations, social media engagement, email performance and media mentions.
7. Manage schedules, appointments and calendars.
8. Assist in managing grant reports and meeting crucial deadlines.
9. Maintain donor database and email lists.
10. Provide backup support for Receptionist and Volunteer Coordinator.
11. Other duties as assigned.

**Minimum Job Requirements:**

- Minimum of at least two years' experience in administrative or office support roles.
- Must have a committed personal relationship with Jesus Christ and belong to a Christian body of believers.
- Demonstrates appropriate behaviors and character traits of a Christian.
- A demonstrated passion for ministry, advocacy and issues surrounding homelessness and poverty.
- Agrees with and can sign the Good News Rescue Missions statement of Christian faith and be able to share that faith and knowledge with staff and clients.
- High School Diploma

**Knowledge, Skills and Abilities:**

- Excellent written and verbal communication including excellent grammar and handwriting.
- High attention to detail and commitment to accuracy.
- Organized and familiar with scheduling, taking meeting notes and project management.
- Demonstrate computer aptitude and proficiency, particularly with integrated data management systems, Microsoft 365, Excel, Word, Mail Merge and other applications.
- Professional and pleasant telephone experience.
- Self-starter, highly motivated, good communication/interpersonal skills, and excellent organizational and administrative abilities, including demonstrated ability to manage multiple tasks effectively.
- Ability to build and maintain relationships with donors, volunteers and outside organizations.
- Ability to foster a positive cooperative work environment.
- Eager to grow, learn and adapt within an evolving organization.
- A consistently positive and professional attitude.

**Preferred knowledge and experience:**

- Understanding of Donor Development methods, standards and best practices.
- Knowledge of Constant Contact, social media and other digital marketing platforms.
- Comfortable working with database software and willingness to learn Donor Perfect.
- Comfortable with website management tools like WordPress.
- Familiar with graphic design software such as Canva.
- Experience generating and formatting reports, dashboards and presentations.

**WORKING CONDITIONS AND PHYSICAL EFFORT:****WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Pleasant working environment; maybe exposed to cold occasionally. The noise level in the work environment is usually moderate. Employee may come into contact with irate and irrational clients who may or may not be under the influence of mind-altering substances such as cocaine, marijuana, alcohol, etc., or be mentally or physically disabled. Employee may be regularly exposed to some risk of communicable disease from guests of facility, exposure to TB and other respiratory diseases. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk, talk and hear. The employee is occasionally required to stand and regularly required to sit, manual dexterity necessary in using hands to finger, handle, feel, type on computer keyboard. The employee required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds up stairs. Specific vision abilities required by this job include distance vision, color vision, depth perception and peripheral vision. The employee is

required to have close visual acuity to perform an activity such as viewing a computer terminal. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **PRE-EMPLOYMENT SCREENING**

- Drug test
- Clean DMV
- Must be insurable through GNRM's auto insurance provider