



Administrative Assistant Position Description

Apply To: Executive Director
2330 NW Professional Drive Suite 102
Corvallis, OR 97330

Phone: (541) 286-4731
Email: apply@yourloveinc.org

Application Deadline: February 15, 2019

Please include cover letter, resume, and Love INC Employment Application

Location: Love INC of Benton County–Corvallis, OR 97330 (Primary)
Job Type: Part-time, Non-exempt
Travel: 0-25%
Reports to: Executive Director

Hours & Compensation:

- 30–35 hours per week. Extended hours for special events or activities may be required
- 3 weeks of accrued leave per year
- Compensation is based on experience (\$14-\$16)

Schedule:

- Monday-Friday, 9:30 am–3:30 pm
- Must be able to work a flexible schedule to accommodate some early morning and evening work (meetings), and weekend work (events).

Summary of Responsibility:

The Administrative Assistant contributes to Love In the Name of Christ's (Love INC's) achievement of its mission, vision and organizational goals by supporting the Executive Director, Board of Directors, Office Staff and Volunteers. This position is the "glue" that holds the office together; accountable for ensuring the organization's back office is strategically focused, accurate and compliant, and Love INC's outward messaging is publicly credible. This boundary-spanning, task-oriented role requires the candidate to be a detail-oriented, relationship-based leader who has the demonstrated ability to build and maintain successful organizational systems. Strong communication skills (written and verbal) are essential.

Essential Roles & Responsibilities

Office Management

- Serves as primary receptionist providing professional, courteous, and compassionate service to both internal and external customers
- Serves as Administration's 'super-user' overseeing and managing event and meeting management processes. This includes scheduling meetings, tracking office volunteer hours, and providing training as necessary
- Independently directs and manages significant internal and external projects, as assigned, to help achieve organizational goals. Recommends improvements to internal processes as necessary
- Performs general office management tasks such as: purchasing needed supplies, restocking volunteer stations, filing, and mobilizing volunteers to ensure the office is clean and orderly
- Recruit, train, supervise and support 10-20 office volunteers per week by identifying and training volunteers on office process and procedures, assigning duties and special projects as needed
- Arranges for staff and volunteer travel; prepares and organizes travel and meeting materials
- Oversees policy compliance regarding document retention
- Acts as liaison for various contracted services (phones, internet, database, etc.)

- Assists with monthly accounts payable and receivable

Event & Meeting Management

- Supports the Executive Director, Board of Directors and staff through the coordination of meetings and events, recording minutes, maintaining records, and supplying support materials
- Provides administrative support in key organizational activities and events

Communications

- Researches background material and data for reports, external messaging, correspondence, and ensures briefing information or materials are provided as necessary
- Executes bulk mailing projects
- Inputs needs tracker form information into Google forms on a weekly basis (support of GAP ministries)
- Assists with website maintenance and social media communications

Call Center Assistance

- Provides backup coverage for Call Center Manager when they are not in the office
- Acts as "point of contact" for Call Center Volunteers as necessary
- Helps maintain Call Center functions and keeps areas tidy and orderly
- Maintains "Master Forms Binder", "Call Center Resource Binder", and covrn.org
- Familiar with all Call Center processes, and able to train others
- Updates Call Center Standard Operating Procedures manual
- Familiar with community connections, pertinent to assisting individuals who call

Personal & Character Qualifications

- Exhibit and maintain a personal relationship with Jesus Christ
- Practice and value the power of prayer
- High Integrity
- Passion to serve in a ministry capacity
- Relationship Oriented
- Seek and maintain active membership in a local church (Benton County preferred)

Professional Qualifications

- Associate's degree or professional certification in related field or two years of comparable experience in executive administration.
- Detail-oriented, highly organized with experience working on multiple assignments in a fast paced environment.
- Commitment to timeliness, quality and accuracy of all work produced.
- Demonstrated excellence in interpersonal, verbal and written communications
- Capability to apply critical thinking to find solutions to increase staff and office efficiency
- Demonstrated ability to build effective relationships while managing office functions
- Separates personal interests from organization's interests to make the best possible judgments for the organization.

Technical Knowledge

- Experience with utilizing technology to coordinate people and systems preferred
 - Proficiency with Microsoft Office Suite required
 - Experience with CRM (customer relationship management) systems preferred
 - Experience with website maintenance preferred
 - Experience with and ability to utilize Google Apps Administration for Multiple Users (eg. Gmail, Forms, Sheets, Calendar etc.)

Statements in this Position Description are intended to describe the general nature of work being performed. They are not intended to be a complete list of all responsibilities, duties and skills required for the position.