



# Administrative Assistant to Women's Ministries

The Administrative Assistant to the Women's Ministries Director position provides supporting services to the District Resource Center. Works closely with the Director of Women's Ministries to provide assistance to women's ministries department throughout the year. This is a part-time position. Supports the below functions:

## RESPONSIBILITIES

- Represent the DRC and assures professionalism at all times.
- Manages Director's calendar, schedules meetings (takes notes as needed) and secures travel.
- Provide administrative assistance for general office tasks.
- Monitor incoming phone calls and Department E-mail / Return all messages within 1 business day.
- Assist with all Department Event planning, graphic design, promotion, registration, execution of special details, event accommodations and follow-up to assure success of event.
- Assist with coordination and promotion of women's ministries events.
- Manage Departments Resource Library / Electronic database and manual records keeping.
- Process Department Mission giving / including celebration reports, Annual Project giving, and transferring Missionary funds to the General Council as needed.
- Manage, update, and monitor Departments' social media, bulk e-mails, and website pages.
- Assist in Departments supply (items being sold/give away) management / including supply inventory, crediting donations, guiding tours, and minister / church needs request.
- Assist with all District Office reports / Including the Connection, Annual Report, and Quarterly Reports.
- Update Minister's lists and assures all teams and volunteers are acknowledged and appreciated by Department and DRC.
- Provide assistance with district wide events as needed.
- Other duties as assigned.

## COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- Ministry – Responsible to further the Christian mission of the District by completing assigned responsibilities with integrity, efficiency, and with Christian maturity.
- Ethics – Maintains a high standard of discretion with matters dealt with in the strictest of confidence; Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Leadership – Exhibits confidence in self and others; Effectively influences actions and opinions of others; Inspires respect and trust; Displays passion and optimism.
- Written Communication – Writes clearly and informatively.
- Organizational Support – Follows policies and procedures; Supports organization's goals and values; Ability to multi-task.
- Judgment – Displays willingness to make decisions; Exhibits sound and accurate judgment.
- Motivation – Sets and achieves challenging goals.
- Planning/Organizing – Uses time efficiently; Attention to detail.
- Professionalism – Approaches others in a tactful manner; function well under pressure.

- Adaptability – Adapts to changes in the work environment; Changes approach or method to best fit the situation.
- Dependability – Follows instructions, adheres to work schedule and is flexible as needed, responds to management direction; Takes responsibility for own workload and actions.
- Innovation – Displays original thinking and creativity; Meets challenges with resourcefulness.
- Interpersonal – Keeps emotions under control with a positive attitude.
- Oral Communication – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.
- Compassion – Manages difficult or emotional situations with staff, ministers, and churches; Responds promptly to staff, ministers and church needs.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of their position.

### **Education/Experience:**

High school diploma or general education degree (GED).

Proven experience working in the Administration / Large Events field.

Working knowledge of graphic design, general office equipment, mailing procedures, etc.

### **Language Ability:**

Excellent written and verbal communication skills. Ability to read and interpret documents required by the DRC and Departments.

### **Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written or verbal form.

Ability to deal with problems with ease and prioritize job tasks as required.

### **Computer Skills:**

To perform this job successfully, an individual should be proficient in MS Office (MS Word, MS Excel, Windows programs), simple graphic design programs and experience, and other administrative programs as requested.

### **Other Duties as required.**