

# Office Assistant/Clerical

## Job Description

### I. Maintain student and staff files in accordance with Teen Challenge accreditation standards and DHS licensing guidelines

- Maintain confidentiality of student and staff information
- Assure that student and staff files are up to date and have all needed items of information (See student and staff file lists and update schedules)

### II. Administrative duties

- Assist the Executive Director and department directors with the day to day business of running the ministry
- Assist Advisors in coordinating doctor's visits and other off campus needs of students
- Answer phones, handle general ministry e-mails, and process daily mail/email forwarding each to the appropriate person or department.
- Maintain office supplies and prepare orders as necessary
- prepare and manage correspondence, reports and documents
- organize and coordinate meetings, conferences, travel arrangements
- implement and maintain office systems
- maintain schedules and calendars
- arrange and confirm appointments
- organize internal and external events
- set up and maintain filing systems
- maintain databases
- communicate verbally and in writing to answer inquiries and provide information
- liaison with internal and external contacts
- coordinate the flow of information both internally and externally
- operate office equipment
- manage office space
- produce correspondence and documents
- process receipts, thank you letters, etc.
- Assist in fundraising activities, donor management, donor contact, and solicitations

### III. At times the staff members may be called upon to serve in areas not necessarily outlined in their formal job descriptions.

### IV. Key Competencies

- General Computer Skills/Competency
- verbal and written communication skills
- attention to detail
- confidentiality
- planning and organizing
- time management
- interpersonal skills
- Ministry orientation
- initiative
- reliability
- stress tolerance

### V. Qualifications

- High school diploma or GED equivalent
- Mature and Godly Character

Staff's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Salary  
tba

#### Benefits (Full Time Employees)

Medical Insurance  
50% of continuing education expenses up to \$1800 annually  
Up to 4 weeks paid vacation per year