



## **Administrative Assistant**

### **Founders Ministries**

#### **Job Description**

Founders Ministries Inc. is a growing, confessionally Christian non-profit, and we need an Administrative Assistant to support the overall office functions. Such a person must be a devout Christian who is an active member in a biblically sound church. With your experience and talents, you'll be able to support our staff to be efficient, productive, and effective. We are looking for a candidate with strong administrative skills and the ability to approach business from a creative point of view.

#### **Objectives of this Role**

- Support all administrative duties in the office and ensure that the office is operating smoothly.
- Oversee Founders Press shipping and receiving operations.
- Manage accounts and perform bookkeeping.
- Work with leadership and team members to facilitate Founders events.

#### **Daily and Monthly Responsibilities**

- Organize and maintain files and databases in a confidential manner.
- Manage communication including emails and phone calls.
- Screen phone calls, redirect calls, and take messages.
- Receive deliveries; sort and distribute incoming mail.
- Schedule appointments, meetings, and reservations as needed.
- Maintain and order office supplies.
- Coordinate staff travel arrangement including transportation and accommodations.
- Oversee and coordinate ministry's finances including - processing checks, invoices, reimbursements, receipts, bookkeeping entries, and reporting.
- Help organize small to large scale events and provide ongoing assistance during events.
- Ensure timely delivery of Founders Press orders (individual and distributor).
- Maintain adequate inventory for Founders Press including; books, materials, and supplies.

#### **Skills and Qualifications**

- High School education
- 2-5 years of work experience in an administrative/office management/event planning role.
- Must have exceptional attention to detail
- Strong organizational and time management skills with the ability to prioritize.
- Excellent communication and interpersonal skills
- Strong problem-solving skills and analytical abilities.
- Proficient with Microsoft Office and Google Suite Products.



### **Job Details**

- Office hours (Monday – Friday from 9:00am to 5:00pm)
- Vacation, Holidays, and Sick Days: This position includes 2 weeks of paid vacation per year. Days in which the office is closed are not workdays for the Administrative Assistant. These days include: Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve Day through New Year’s Day. The Administrative can take sick days as needed.
- This role will require occasional travel and work outside of scheduled hours.

### **Accountability and Other Information**

This Administrative Assistant position is a full-time position with no benefits package. The roles and responsibilities are subject to change and develop as opportunities and/or needs arise in the future, so the description carries with it an understanding of willingness to serve in whatever ways are necessary to benefit the overall welfare of the ministry. This role calls for wisdom and discretion in communications with others regarding information concerning Founders Ministries. The Administrative Assistant for Founders Ministries will be expected to perform all duties as directed under the authority of the leadership of Founders Ministries. He/She is expected to be a committed churchman and to demonstrate that in the way that he/she lives.