

Job Description



Administrative Assistant

Employee Classification: Hourly, Part-Time

Date: 1/10/2019

Name:

Reports To: Garret Barbush, President & CEO

Approved By: Garret Barbush, President & CEO

Purpose:

The Administrative Assistant position is responsible for bringing administrative support to the various core functions and departments of Men of Iron in a timely and accurate manner to assure a high-level of advocate and vendor satisfaction while satisfying Men of Iron's policies and core values.

Essential Responsibilities:

- Manage correspondence and scheduling for President and CEO of Men of Iron
- Support Men of Iron senior leadership team through a variety of tasks related to organization and communication
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Organize and schedule meetings, appointments and meeting locations
- Organize travel arrangements and itineraries for staff
- Maintain apparel and office supplies inventory by checking stock to determine inventory level; anticipating needed apparel and supplies; placing and expediting orders for apparel and supplies; verifying receipt of apparel and supplies
- Facilitate & manage external communications including emails, letters, invitations, etc.
- Complete necessary office and organizational errands
- Assist and lead national fundraising events planning and coordinating
- Manage details of national fundraising events – registration, table assignments, donor gifts, name tags, menus, room reservations, price negotiation, etc.
- Assist with organizing donations and reporting by building batch reports in Salesforce
- Assist with importing Salesforce batch reports into Quickbooks
- Access Quickbooks and Salesforce reports for senior leadership team
- Manage organization's credit card receipt filing and submission
- Manage staff expense reports
- Develop and maintain deep relationships with ministry advocates, directors and donors
- Enhance company reputation by accepting ownership for accomplishing new and different requests

Standards:

- Made a commitment to God through a personal and intimate relationship with Jesus Christ
- Christ-centered in actions and decision-making
- Strive for excellence in leading, managing and executing
- Audacious in thinking and planning
- Intentional in building relationships and growing
- Passionate in communicating, expressing gratitude and pursuing a calling
- Agree to and actively apply Men of Iron's vision and CORE 4
- Perform work in a routine, coordinated manner as to continuously duplicate or exceed desired results
- Be advocate focused with a positive attitude of gratitude
- Maintain a clean and organized work area at all times
- Arrive to work early in preparation to start shift on time
- Work performed is to be in a professional manner in accordance with or exceeding company standards and vision/values
- Adhere to all company policies, procedures and standards
- Display a professional attitude toward Men of Iron and fellow employees
- Maintain a professional appearance
- Maintain verbal and written communications as required
- Work will be performed in accordance with all government laws and regulations
- Continually seek accountability, balance and spiritual growth
- Continually seek professional and personal growth

Position Requirements:

- **Education** - High school diploma or equivalent and a one-year office experience.
- **Language Skills** - Requires the ability to read, write, communicate and interpret accurately in English. This position requires the ability to read and write reports, business correspondence and desk procedures. Employee must demonstrate the ability to interact tactfully and positively with advocates, vendors, donors, MOI employees and management.
- **Mathematical Skills** - Ability to calculate figures and amounts such as discounts, interest, proportions, percentages and regular mathematical equations.
- **Computer Skills** - Must be computer literate. Working knowledge of Apple operating systems and proficient in Microsoft 365. Able to navigate and become familiar with Quickbooks and Salesforce CRM. Prefer experience with Quickbooks.
- Must be able to produce a statement of Faith.
- Complete support of and willing adherence to Men of Iron's mission, vision and core 4. Applicant must hold these standards as his/her own.

Acknowledgement:

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned.

Work Environment & Acceptance:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires the ability to apply common sense understanding to carry out instructions furnished in writing, oral, schedule or diagram form and the ability to use sound judgment when faced with complex circumstances.
- The ability to deal with problems involving several variables in standardized situations is essential, while maintaining a professional, calm manner when negotiating with difficult or upset advocates or vendors.
- The noise level is quiet to moderate at times
- The physical exertion is moderate and work is performed in an office setting
- There are frequent employee and customer contacts and interruptions in person and the telephone during work hours.
- MOI reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.
- Requires the ability to operate a personal computer, phone, calculator and other basic office equipment.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is frequently required to sit, use hand to finger, handle or feel, reach with hands and arms, and talk or hear.
- The employee is occasionally required to stand and walk.
- The employee must be able to occasionally lift and or move up to 20 pounds.
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

I have read this job description, understand and accept these duties, and agree to carry out the assigned duties to the best of my abilities in the best interest of Men of Iron and my fellow coworkers. I also have read, understand, and will, to the best of my abilities, follow and adhere to the Men of Iron Management structure, Men of Iron Mission, and Men of Iron Policies. I will respect those above and under my leadership according to Men of Iron Code of Conduct and Men of Iron Code of Ethics.

Employee:

Direct Manager:

Signature/Date:

Signature/Date:
