

Los Angeles Mission, Inc.
Job Description

Job Title: Administrative Assistant to V.P. of Women & Family Programs
Department: Women's Resident Ministries
Reports To: Vice President of Women & Family Program
FLSA Status: Regular, Full-Time, Non-Exempt
Grade Level: 10
Prepared By: Human Resources
Prepared Date: Revised December 2017

SUMMARY:

An ability to work in a strong Christian environment; and demonstrate Christ-like behavior and attitude in all job duties and responsibilities. Display executive level maturity and maintain confidentiality regarding private and sensitive information. Serve as a collegial and collaborative member of the LAM/ADC team and assist in the coordination of all activities involved with general operations of the Anne Douglas Center, by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assist with professional-level administrative assignments including but not limited to the following: business correspondence, preparation of time-sensitive documents, scheduling meetings, conferences, women's chapels, ADC calendar management, scheduling multiple ADC conference rooms, collecting occupancy fees, handling petty cash and maintaining current accountability reports and requisitions.
- Serves as ADC liaison and works collaboratively with various departments and community as assigned on designated projects upon request by the V.P. of Women's & Family Program.
- Participates and supports the ADC leadership and spiritual direction of ADC/LAM and its policies.
- Serves as support staff for the Chaplaincy as directed and as deemed necessary.
- Assist with the coordination and implementation of community outreach, resources development, annual project, community e-blasts, and LAM Special Events.
- Assist with the coordination of ADC activities involving Grants, Donors, Volunteers, and Alumni.
- Assist with the formulation and maintenance of the ADC Operations Manual and Policies & Procedures.
- Provides administrative acumen necessary for accomplishing prescribed goals and outcomes of the ADC.
- Provides confidential professional-level administrative and business detail in clerical support, including written correspondence, typing, copying, scanning, maintains ADC operations and VP of Woman & Family Program calendar,

promotional material, PowerPoint presentations, and other community relations materials as needed.

- Oversee ADC Roster, monthly Snapshot Report, and room scheduling with support of delegated staff.
- Sends special thank-you letters, cards and flowers to donors, volunteers as requested by V.P. of Women & Family Program.
- Assist with statistical reports and Board Reports upon request of V.P. of Women & Family Program.
- Prepares weekly Supervisory Reports and program reports regarding work related tasks and outstanding projects.
- Assist and support in the supervision of non-exempt staff, in collaboration with the V.P. of Women & Family Programs.
- Assist V.P. of Women & Family Programs with ADC staff timekeeping, tracking and submission of biweekly timecards for ADC on-call as need and non-exempt staff as needed.
- Schedules, coordinates, and may lead weekly staff meetings, includes preparing/taking and distributing agenda and minutes.
- Attends weekly LAM Family Devotions.
- Attends LAM/ ADC chaplaincy & related interdepartmental meetings.
- Offers prayer and encouragement consistent with Scripture and the principles of Los Angeles Mission, Inc., as deemed appropriate.
- Assist with other work related tasks as deemed appropriate for effective operations of the ADC upon request of V.P. of Women & Family Programs.
- Assist with email management, phone messages, maintains appointments and calendar for V.P. of Women & Family Programs.
- Conducts ADC Tours for special guests as assigned by the V.P. of Women & Family Programs.
- Works independently and proactively on delegated assignments.
- Assist with Social Media, media relations, print materials, and other public relations duties as assigned.
- Other job-related duties.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily while maintaining professionalism and confidentiality agreement. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree (B.A.) from four-year College or university in Social Sciences, Social Work and Biblically based education and/or three to five years related experience and/or training, or equivalent combination of education and experience.

TECHNOLOGY SKILLS:

Computer literacy is required. Must minimally be able to operate Microsoft Word, Microsoft Outlook, and internet-based applications like ADP Workforce Now Employee/Manager Self Service Portal and Outlook Web Access with ease. Other business software and office equipment may be deployed related to job functions.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to deal with a wide variety of people including high level agency representatives and in contrast, homeless people soliciting help from agency.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

LOS ANGELES MISSION EVENTS:

All Mission employees are required to work the four (4) yearly Mission street events; Good Friday, Summer Block Party, Thanksgiving and Christmas, if/as scheduled. Accommodations will be made if necessary. Exceptions must be approved by a member of the ELT and Special Assistant to the President.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand, use hands to finger, handle, or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include distance vision, color vision and peripheral vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an inner city gospel rescue mission and rehabilitation program for substance abusers. Employee will typically work in a comfortable office environment. Employee may be exposed to some abuse from angry employees or guest. Employee may be regularly exposed to some

risk of communicable disease from guests of facility, exposure to TB and other respiratory diseases.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Employee Name (please print)

Date

Approval

Date