

Los Angeles Mission, Inc. Job Description

Job Title: Administrative Assistant – Men’s Ministries
Department: Men’s Resident Ministries
Reports To: Director of Operations - Men’s Resident Ministries
FLSA Status: Regular, Full-Time, Non-Exempt
Grade Level: 7
Prepared By: Human Resources Department
Prepared Date: Revised March 2017

SUMMARY:

Demonstrate Christ-like behavior and attitude in all job duties and responsibilities. Provides administrative support to Director of Operations of Men’s Ministries, maintains a favorable public image for the Mission by performing the following duties:

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

- General Administrative support to Director of Operations.
- Prepares agendas and Minutes, including chaplain meetings.
- Type’s correspondence – courts, hospitals, etc.
- Collects and prepares statistics and snapshot reports.
- Coordinates appointments for medical and other personal care exams.
- Assists with the process of enrollment for new applicants. Provides report on current enrollment when needed.
- Maintains and develops archives of program data.
- Assists with graduation rehearsals and graduation.
- Generates list for graduation banquet guests and banquet tickets.
- Maintains mission wide bed availability listing.
- Responsible for student bed moves and enters data into ClientTrack system.
- Assists with mail coordination and daily mail distribution.
- Oversees inventory and distribution of bible dictionaries, concordances, clothing, and medication.
- Orders office supplies, and maintains office supply inventory.
- Trouble shoots, identifies problem and consults with Information Technology Staff.
- Assists in training student assistant.
- Assist and coordinate in the Intake process of new students coming into program.
- Creates student badges and photos. Uploads photos onto ClientTrack system on consistent basis.
- Updates Accountability List and submits to chaplains weekly.
- Creates new student files accordingly.
- Data Entry onto ClientTrack system.
- Assist in the compilation of developing Policies & Procedures Manual for Chaplains Office.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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. Must be in good standing with local church. Pastoral recommendation required.

EDUCATION and/or EXPERIENCE:

Associates degree (A.A) or equivalent from two-year college or technical school in business administration, or other related field; or two to four 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 Paylocity Web Pay Employee/Manager Self Service Portal and Outlook Web Access with ease. Other business software may be deployed related to job functions.

LANGUAGE SKILLS:

Ability to read and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups, students, and the general public. Bilingual, English/Spanish required.

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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 ministry. While performing the duties of this ministry, the employee is frequently required to stand, use hands to finger, handle, or feel, and reach with hands and arms. The chaplain is required to have physical contact with students and general public. This includes touching, laying on of hands for prayer and physical embracing as an expression of greetings and affection. The chaplain must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include 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 ministry. While performing the duties of this ministry, the employee is occasionally exposed to disagreeable elements such as unhygienic conditions, noise, odors, heat, dust, or cold. Employee is regularly exposed to some abuse from angry individuals. Employee is regularly exposed to some risk of communicable disease from guests of facility, exposure to TB and other respiratory diseases. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

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