

**Los Angeles Mission, Inc.
Job Description**

Job Title: Data Entry-Social Media Assistant Part-Time
Department: Women's Resident Ministries
Reports To: the V.P. of Women and Family Programs
FLSA Status: Regular, Part Time, Non-Exempt
Prepared By: Human Resources
Prepared Date: August 2018

SUMMARY:

Demonstrates Christ-like behavior and attitude in all job duties and responsibilities are of a sensitive and confidential nature. The Office-Social Media Assistant (PCA) position provides complex administrative and project support and provides a range of administrative support. Other duties will include answering telephones, special projects, event planning, and records maintenance of incoming visitors.

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

- Data entry into the HMIS and Client Track computer systems; collects/ compiles/ maintains up-to-date data and program information for data entry into computer systems.
- generates program reports; verifies enrollments/exits, conducts fact checks, ensures new data is entered into computer systems.
- Completes all documentation, maintains all paperwork, and other required documentation for program compliance and accountability in accordance with program requirements.
- Acquires documents, and verifies program outcomes and other data into computer systems as needed.
- Knowledge of complex desktop publishing tools, equipment, and software packages to create and produce a variety of high quality communication materials and reports that incorporates text, color, and graphic images.
- Ability to design page layouts, charts, graphs, and computer graphics.
- know-how to import and edit graphic imaging used to enhance the impact of the materials.
- Creates and executes social media campaigns to promote the brand, conduct research and utilize popular trends to incorporate into the strategy.
- Ability to respond to complaints, questions and comments left on the company's social media page in a timely and appropriate manner.
- Have knowledge of files and records to answer requests for information, by checking, reporting, and distributing documents and correspondence as needed.

- Receiving, sorting and distributing incoming mail.
- Maintains reports and filing systems.
- Compiling office records and record of activities.
- Conducts office functions such as: photocopying, scanning, faxing and sending emails.
- Preparing and sending outgoing mailings and packages.
- Monitoring and ordering inventory of office supplies.
- Run and maintain all social media channels (Facebook, Twitter, Instagram, etc.) with scheduled posts and updates.
- Create and format placemats, flyers and newsletters/brochures using both company templates and custom designed PowerPoint layouts and Word templates or other software and media tools to meet requirements.
- Import and format copy and graphics into existing design templates.
- Complete all document creation and modifications accurately and within the expected timelines.
- Design graphics for traditional and online advertising, social media, promotions, etc.
- Create and develop a variety of Facebook ads.
- Assists with for ADC events (Annual Alumni Summer, Winter Gathering, and Church Partnering Luncheon).
- Assists with organizing all ADC events and market across all social media channels.
- Coordinates marketing events and client activities.
- Compiles/types/updates mailing lists, mail-outs, and reports.
- Answers phones in a timely manner and direct calls to the correct offices.
- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Conducts ADC visitor tours as needed and provides assistance to ADC volunteers.
- Maintains continuity among work teams by documenting and communicating actions, and continuing student needs.
- Assists with special program activities and student events.
- Demonstrates confidentiality, discretion, diplomacy, and sensitivity in regard to confidential information.
- Demonstrates the ability to multitask, be detail-oriented, and strong organizational skills.
- Attends and participates in staff meetings and ADC events; and provides staff support of daily operations and front-desk phone coverage as needed.

- Works cooperatively with other staff to assure the smooth and seamless delivery of services to staff and students.
- Participates in special projects assigned by V.P. Women's & Family Programs.
- Participates in active recruitment and community outreach to bring in new students.
- Performs other job-related duties as needed.

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.

EDUCATION and/or EXPERIENCE:

A college education, or high school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience. *Preferred: some experience working with the homeless and/or with addicts.

TECHNOLOGY SKILLS:

Computer literacy is required. Must be highly proficient in computer software applications. Must be able to operate Microsoft Word, Microsoft Outlook, Excel, PowerPoint, Adobe, and internet-based applications like Paychex Flex Employee/Manager Self Service Portal and Outlook Web Access with ease. Must demonstrate expertise in data entry functions with accuracy. and be able to research, review, reconcile, correct and produce system data and report data in required formats. *Preferred: Ability to produce Excel workbooks with accurate formulas and update existing formulas and data. Other business and computer software may be deployed related to job functions.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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 frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance 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. While performing the duties of this job, the employee is occasionally exposed to a disagreeable element such as noise, heat, dust, or cold. Employee may be exposed to some abuse from angry callers. Employee are regularly exposed to some risk of communicable disease from guest 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