

Los Angeles Mission, Inc.
Job Description

Job Title: Operations Administrative Assistant
Department: Operations
Reports To: V.P. of Operations
Grade: 7
FLSA Status: Regular, Full-Time, Non-Exempt
Prepared By: Human Resources Department
Revised Date: January 2021

SUMMARY:

Demonstrate Christ-like behavior and attitude in all job duties and responsibilities

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Ability to work with budgets and create spreadsheets.
- Maintaining the Vice Presidents calendar
- Answer in-kind donor calls.
- Take accurate minutes of meetings.
- Assist in responding to donor's needs.
- Work with staff across multiple departments.
- Handle multiple projects.
- Maintain supplies and PPE inventory
- Handle sensitive information in a confidential manner.
- Greet and assist visitors to the office.
- Ability to write reports and presentations

SUPERVISORY RESPONSIBILITIES: None

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, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or equivalent; college degree preferred.
- Strong organizational and planning skills.
- Excellent time management skills and ability to multi-task and prioritize work.
- Excellent written and verbal communication skills.
- Excellent customer service skills are a must.
- Ability to work with cloud-based pay systems like Paychex.
- General knowledge of Microsoft One Drive.
- Proficient in MS Office
- Strong organizational and planning skills.
- Attention to detail and problem-solving skills.

- General knowledge of online media platforms such as Microsoft Teams, Zoom, Webex, etc.
- Other business software may be deployed related to job functions.
- Excellent knowledge of Office 365.

EDUCATION and/or EXPERIENCE: High School Diploma or General Education Degree (GED) and two years related experience and/or training; or equivalent combination of education and experience

TECHNOLOGY SKILLS: Computer literacy is required. Must be able to operate Microsoft Word, Microsoft Outlook and internet-based applications like Paychex Flex 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, 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 group of managers, clients, customers, and the general public. Bilingual, English/Spanish preferred.

LANGUAGE SKILLS:

Ability to read, analyze and interpret reports, and legal documents. Ability to respond to common inquiries or complaints from customers or members of the business community. Ability to write articles for publication that conform to prescribed style and format. Ability to effectively present information to top management and public groups.

MATHEMATICAL SKILLS:

Basic business math skills required.

REASONING ABILITY:

Highly developed people and problem-solving skills, ability to make decisions and ability to meet deadlines. Excellent verbal and written communication skills and the ability to manage effectively.

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:

While performing the duties of this job, the employee is regularly required to sit, talk and 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:

Pleasant office environment. The noise level in the work environment is usually moderate. Employee may come into contact with irate and irrational clients who may or may not be under the influence of mind-altering substances such as cocaine, marijuana, alcohol, etc., or be mentally or physically disabled. Employee may be exposed to some risk of communicable disease from guests of facility, including TB or other respiratory diseases.

LOS ANGELES MISSION IS AN EQUAL OPPORTUNITY EMPLOYER: and values diversity.

We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status, except as allowed by federal statute under Title VII of the Federal Civil Rights Act.

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