

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

**Job Title:** Administrative Assistant Ministry & Business Development  
**Department:** Ministry & Business Development (MBD)  
**Reports To:** Senior Vice President of Ministry & Business Development  
**FLSA Status:** Regular, Full Time Non-Exempt  
**Grade Level:** 7  
**Prepared By:** Human Resources  
**Prepared Date:** Revised June 2021

**SUMMARY:**

Demonstrate Christ-like behavior and attitude in all duties and responsibilities. Serves as general administrative support to Senior Vice-President of Ministry and Business Development. Maintains a favorable public image for the Mission by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Prepares and reviews correspondences from the office of MBD.
- Receive, respond, and return email messages, voice message, and written correspondences.
- Detail oriented in all written communication.
- High level of confidentiality within ministry needs and request.
- General Administrative support to the office of MBD.
- Maintain MBD reports and materials
- Prepare MBD Team meeting agendas; attend MBD meetings, take minutes, transcribe and send to appropriate persons
- Prepare ministry outlines for standardized discipleship, mentoring, and modeling by chaplains.
- Assists in developing standardized curriculum for Chaplains.
- Assists in maintaining schedule for Chapel services, scheduling counseling with staff, and staff devotionals.
- Assist in developing a standard operating procedure for MBD.
- Submit facility request for meetings and classroom schedules
- Attend family devotions and seminars as needed
- Assist VP by administratively supporting special projects and events.
- Compose correspondence
- Keep VP calendar
- Assist with tracking business development leads
- Greet visitors of the MBD and monitor visitors access onsite.
- Order materials and office supplies 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:**

Associate's degree (A.A.) or equivalent from two-year college with a concentration in education, communication studies, social work, or five 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 PowerPoint, Microsoft Outlook, Microsoft Excel or other spreadsheets, 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:**

Verbal and written fluency in English. Ability to read, analyze, and interpret common scientific and technical journals financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

**MATHEMATICAL SKILLS:**

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to work with mathematical concepts, such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Able to define problem, 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. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts high, precarious places, and fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate, sometimes loud. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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