



INTERNAL JOB POSTING
POSTING DATE: December 8, 2016
CLOSING DATE: December 18, 2016

Position Title: Administrative Assistant to Chaplain
FLSA: Non-Exempt

Business Unit: Christian City - Unicore
Reports to: Chaplain/CSCO

POSITION SUMMARY

Performs clerical support in an efficient manner in accordance with established procedural guidelines and as directed by your supervisor. Provide a range of administrative assistance to the chaplain as is required or as requested.

ESSENTIAL JOB FUNCTIONS

1. Greet and direct visitors and associates appropriately in a friendly and helpful manner.
2. Answer a high volume of telephone calls and walk-ins in a friendly and helpful manner; handles efficiently and effectively.
3. Able to coordinate for special programming, such as memorial services and volunteer appreciation and other functions of the office.
4. Perform administrative type duties (i.e. typing, filing, copying, sorting mail, recordkeeping, calculations, billing/ invoicing, etc.) as requested by supervisor.
5. Coordinate the daily logistics of spiritual care volunteers; maintain related documentation.
6. Willing to respond with spiritual support/referral when sought out specifically.
7. Maintain and distribute a daily devotional.
8. Maintain and distribute a daily devotional, Insight for Service daily email and other materials.
9. Maintain an office and appointment calendar, briefing staff chaplain of commitments. Maintain the worship service calendars—which includes scheduling church's participation and any necessary volunteer support.

10. Provide necessary worship service materials.
11. Coordinate the Wednesday Bible Study Volunteer Group.
12. Report job-related functions/tasks that involve occupational hazards.
13. Provides assistance with seasonal décor and programming.
14. Perform other related duties, tasks or projects as necessary and as directed by supervisor.

LICENSURE, CERTIFICATION AND EDUCATION REQUIREMENTS:

Two years of administrative assistant or administrative/clerical experience is required. Administrative experience in a ministry setting strongly preferred.

ESSENTIAL SKILLS AND EXPERIENCE

- High proficiency in computer hardware and software, with operational experience in MS Windows, MS Word, MS Excel, MS Outlook/Outlook Express, graphics and desktop publishing software.
- Must be able to maintain a high level of confidentiality.
- Must be able to retain flexibility in response to what is a dynamic ministry setting
- Must be able to exercise judgment in interpreting, modifying, and adapting procedures, practices, methods, etc., in accordance with existing policies and standards for application to specific problems or tasks.
- Proven ability to work at all levels of the organization, as well as with outside contacts.
- Office experience preferred.
- Must have professional appearance.
- Must be able to maintain confidentiality of all company and personnel information.
- Excellent organizational skills.
- Excellent communication skills.
- Must have ability to multi-task and ability to work and think independently.
- Must have a valid Georgia driver's license, a good driving record, and willingness to travel in the metro Atlanta area if necessary.

Please submit resume to Human Resources by December 18, 2016.