

GraceSon Housing Foundation

VOLUNTEER COORDINATOR/ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Position: Administrative Assistant

Reports to: Executive Director

General Description:

A critical component of the administrative team comprised of both paid and volunteer staff. Onsite at GraceSon Housing Foundation, a home for pregnant and parenting teenage mothers. In addition to general administrative duties, the Administrative Assistant will also provide encouragement and leadership to all staff, volunteers, and to residents of the home. Of primary importance is the ability to extend grace while upholding responsibility and accountability.

Status: Part-time

Hours: 10-15 hours per week

The Administrative Assistant will work regularly scheduled hours in the GraceSon office and may be asked to work additional hours as needed.

Flexibility for vacations and family needs may be permitted with prior approval of the Executive Director.

A. Basic Requirements:

1. Demonstrate successful promotion of and adherence to the GraceSon Housing Mission Statement, Core Values, and Statement of Purpose, Expectations and Faith.
2. Be dependable, stable, flexible, and capable of following through on commitments.
3. Demonstrate respect for all volunteers, staff, clients, and residents at all times.
4. Be able to maintain confidentiality of clients, residents, and donors.
5. Attend training opportunities and current learning related to the work of GHF.
6. At least 18 years of age and pass a background check.
7. Consistently demonstrate God's love.
8. Complete and/or maintain certification in CPR, First Aid.

B. Key Competencies:

1. Written and verbal communication
2. Microsoft office
3. Excel, Publisher, Outlook, experience with social media preferred
4. Planning and organization
5. Prioritizing
6. Problem assessment and problem solving

7. Teamwork

C. Administrative Assistant Responsibilities – The Administrative Assistant will:

1. Coordinate volunteers
 - Recruit and manage volunteers (individuals and groups), one-time or on going
 - Communicate with GraceSon staff to identify volunteer needs
 - Coordinate and implement volunteer projects with community members, schools, and church
2. Distribution of correspondence which includes but is not limited to preparing outgoing correspondence, thank you letters, newsletters
3. Data entry into donor management program.
4. Filing/Office Organization
5. Preparation and distribution of staff meeting minutes.
6. Maintain office supply inventory
7. Other duties as needed and assigned by Executive Director, Program Director, or Financial Director.