



Administrative Assistant

Job Description

Reports To Chief Executive Officer

Basic Function

Highly organized and proactive Administrative Assistant to provide direct support to the CEO and assist with finance, HR-related tasks, and general administrative tasks. The ideal candidate will have a strong background in administrative functions, including experience in supporting executives, managing financial records, and coordinating HR activities. This role requires exceptional attention to detail, professionalism, and the ability to manage confidential information.

RESPONSIBILITIES:

1. Executive Support to the CEO

- Manage the CEO's calendar, coordinate appointments, and handle scheduling needs as needed.
- Prepare meeting agendas, take minutes, and follow up on action items.
- Assist with ad-hoc projects as requested by the CEO, ensuring timely and accurate completion.

2. Finance Support

- Process invoices, expense reports, and financial documents to support accounting functions.
- Help maintain accurate records for financial transactions, budgets, and reconciliations.
- Assist in preparing financial summaries and reports for review by the CEO and finance team.
- Support the coordination of financial audits and compliance documentation.

4. HR Support

- Assist with recruitment efforts, including job postings, screening resumes, and coordinating interviews.
- Support onboarding processes for new hires, including document management and orientation coordination.
- Maintain and update employee records.
- Handle sensitive HR and payroll information with utmost confidentiality.

5. General Administrative Duties

- Maintain filing systems for grant, financial, and HR documents to ensure easy access and organization.
- Assist the CEO with ordering food, creating packets, and setting room for Board Meetings, and staff trainings.
- Provide additional administrative support to other departments as directed by the CEO.
- Manage special projects and contribute to process improvements across functions.
- Assist the Development Team during peak seasons as directed by the CEO.

Skills:

- Exceptional organizational skills and ability to manage multiple tasks effectively.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with accounting and HR software.
- Strong research and document preparation skills.
- High level of discretion and professionalism in handling sensitive information.

QUALIFICATIONS:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Exhibit strong commitment and dedication to the pro-life position.
- Agree with and be willing to uphold the Core Values, Statement of Faith, and Policies and Procedures of the ministry.
- Have a high school with a preference of an associate degree, preferably in a helping field, or related equivalent experience.
- Have experience with data entry and use of the internet.
- Preference a minimum of two years experience volunteering work within the church or a non-profit organization.
- Have two years of experience in a helping profession requiring supervisory and office experience or equivalent.

***Updated 1/14/25**