

# SOUTHERN UNION CONFERENCE

## Job Description



<b>Job Title:</b> Administrative Assistant	<b>Type Of Position:</b>	<b>Hours Per Week</b> <u>38</u>
<b>Location:</b> 302 Research Dr., Norcross, GA 30092	<b>Full Time</b> <u>X</u>	
<b>Department:</b> Youth and Young Adult Ministries	<b>Part Time</b> _____	<b>Exempt</b> _____
<b>Reports To:</b> Departmental Director	<b>Intern</b> _____	<b>Non-Exempt</b> <u>X</u>

### POSITION SUMMARY:

Performs diverse office and/or Administrative Assistant duties for the Youth and Young Adult Department. This position assists the director in providing support for the union and local conferences. Plan and oversee event/conference management, manage department schedules and communication with conferences, vendors, church members and outside organizations. Must exercise high levels of tact, interpersonal skills, team work, computer skills, confidentiality, compassion and Christian deportment.

### SCOPE OF RESPONSIBILITY:

- Process incoming mail, opening, dating, sorting, and distribute.
- Process all departmental and union office supplies.
- Screen telephone calls, emails, faxes, etc. and respond to routine inquiries in a timely manner.
- Maintain well organized office with efficient filing systems.
- Plan, organize, and execute responsibilities for various meetings/camporees/conference's/events sponsored or coordinated by department.
- Assist director in problem solving and decision making for various departmental events.
- Work switchboard as scheduled.
- Process checks requests, reimbursements, and other monies collected from departmental events.
- Prepare correspondence (letters and emails) for departmental director, as needed.
- Maintain inventory of supplies for sale; prepare year-end inventory report for treasury.
- Compile and organize information for Southern Union Departmental Meeting.
- Research for projects as requested by director.
- Other responsibilities as assigned by director.

### RECOMMENDED EDUCATION/EXPERIENCE:

- Associate's degree is preferred. Relevant work experience may be acceptable in lieu of scholastic requirements.
- Minimum two years of relevant successful office experience are preferred to perform job duties.

### KNOWLEDGE AND SKILL:

Well-developed knowledge of principles, policies, and beliefs of the Southern Union Conference and the Seventh-day Adventist Church. Must exhibit extensive initiative; often working with minimal supervision. Adaptable and able to evaluate priorities. Ability to perform secretarial and support duties with speed and accuracy without constant supervision.

Knowledge of up-to-date office procedures such as filing, telephone techniques, office equipment (copy/scanner/fax machine, binding equipment, computer, etc.), and English usage (spelling, grammar, punctuation, etc.). Must be able to facilitate good communication among departmental staff, other departments, and outside personnel. Additional computer skills would include but are not limited to a working knowledge of data entry, efficient email methods, calendaring techniques and Microsoft Office Suite (Word, Excel, Access and Publisher).

**CONTACTS, ORGANIZATIONAL RELATIONSHIPS:**

Contact with many people, both internally and externally. Contact with all persons having business with supervisor, whether by telephone, correspondence or personal contact. Must have both a pleasant personality as well as good telephone manners. Must possess the ability to deal tactfully and effectively with own department personnel, others within the Southern Union Conference and outside personnel on a daily basis. Must be able to effectively handle confidential information/situations at all times and maintain high degree of loyalty and support for director, department, Southern Union Conference and Seventh-day Adventist Church.

**PHYSICAL REQUIREMENTS:**

Must be able to read, speak, and hear in English language. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Standard work hours, as defined by Southern Union Conference Employee Handbook, are required. Overtime is rarely required and never permitted without supervisor's prior approval.

**WORKING CONDITIONS:**

Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. Position requires minimal travel and must be requested by supervisor.