

# SOUTHERN UNION CONFERENCE

## Job Description



<b>Job Title:</b> Administrative Assistant	<b>Type Of Position:</b>	<b>Hours Per Week</b> 38
<b>Location:</b> 302 Research Dr., Norcross, GA 30092	<b>Full Time</b> <input checked="" type="checkbox"/>	
<b>Department:</b> Early Childhood Education and Care	<b>Part Time</b> <input type="checkbox"/>	<b>Exempt</b> <input type="checkbox"/>
<b>Reports To:</b> Associate Director/ Education Director	<b>Intern</b> <input type="checkbox"/>	<b>Nonexempt</b> <input checked="" type="checkbox"/>

### POSITION SUMMARY:

This position provides administrative and secretarial support for the Early Childhood Education and Care Department. The Departmental Administrative Assistant exercises high levels of tact, telephone friendliness, the ability to work as a team member; possesses significant keyboard/computer skills; exhibits confidentiality; and is an example of Christianity at all times by dress, example, and actions both inside the office and out.

### SCOPE OF RESPONSIBILITY:

- Translate manuals, documents and forms into Spanish.
- Design and publish brochures, covers, flyers, handbooks, manuals, etc.
- Prepare correspondence and materials for presentations, trainings, Advisory, Ad Hoc, Task Force, etc.
- Research online and via hardcopy.
- Assemble and send quarterly mailings to centers and schools
- Keep mailing labels current.
- Assist in designing and maintaining content for the Adventist Edge website.
- Maintain ECP licenses, accreditation and teacher certification.
- Gather certificates-of-proof & update records of all center and school state license type and renewal dates.
- Collect data, update and produce statistical reports and annual ECE directory.
- Keep record of EC program openings, closings and contact information for directors and pre-k teachers.
- Responsible for managing departmental mail, phone calls, electronic/physical filing systems, office based virtual meetings, inventory, price/order merchandise.
- Responsible for securing hotel venues for meetings.
- Manage preparations for incoming ECEC committee members, i.e., info letters, hotel accommodations, committee materials, room set-up & break-down, special meals, airport transportation, etc.
- Sell and ship brochures, curriculum or merchandise.
- Communicate and collaborate with local conference education department secretaries on a regular basis.
- Assist SUCOE with departmental projects and events.
- Assist with SUC morning office devotionals.
- Assist front desk as scheduled.
- Perform other duties as assigned by director

### RECOMMENDED EDUCATION/EXPERIENCE:

- Associate's degree is preferred; Early Childhood Education 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. Must be creative in writing letters and in handling of office affairs, both regular and special.

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, Microsoft Office Suite (Word, Excel, etc), Adobe Acrobat and PowerPoint.

**CONTACTS, ORGANIZATIONAL RELATIONSHIPS:**

Contact with many people, both internally and externally. Contact with all persons having business with director, 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 the English language. Spanish bilingual is preferred. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required, and traveling to/working at an offsite meeting location occasionally. Standard work hours, as defined in the Southern Union Conference Employee Handbook, are required. Overtime is rarely required and never permitted without departmental director's/Treasurer's 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.