



SOUTHERN UNION CONFERENCE

Job Posting

Job Title: Administrative Assistant	Status: Full-Time/Non-Exempt
Location: 302 Research Drive Peachtree Corners, GA 30092	Salary Range: \$16.01 - \$21.73 per hour
Department: Public Affairs & Religious Liberty Department	Opening Date: April 4, 2022
Reports To: Director & Associate Director	Closing Date: Open until position is filled

POSITION SUMMARY:

Performs diverse office and/or Administrative Assistant duties for the Southern Union's Public Affairs & Religious Liberty (PARL) Department. This position exercises high levels of tact, interpersonal skills, team work, computer skills, confidentiality, compassion and Christian department.

SCOPE OF RESPONSIBILITY:

- Process incoming mail, opening, dating, sorting, and distributing to departmental staff.
- Process all departmental office supplies; keeping inventory of departmental supplies.
- Screen telephone calls, emails, faxes, etc. and respond to routine inquiries in a timely manner.
- Maintain well organized office with efficient filing systems.
- Prepare correspondence, meeting/convention/congress/retreat/campaign, materials, mailings, and minutes sponsored or coordinated by department.
- Assist director in preparation of various committee agendas; perform recording secretary functions as needed.
- Work switchboard as scheduled.
- Manage Federal and State deadlines, tracking offerings, and Liberty magazine subscriptions.
- Coordinate department worship schedule.
- Assist director in preparing reports, special projects, scheduling issues, and EEOC paperwork.
- Greet guest, handling their inquiries or directing them to the appropriate departmental staff.
- Perform other duties as required by director.
- Update website and database as needed.

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. Must be creative in writing letters and in handling of office affairs, both regular and special. Must be able to read, speak, and hear in English language. Must be able to effectively communicate both orally and in writing. Proficiency in Spanish is preferred, not required.

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 must include but are not limited to a working knowledge of data entry, efficient email methods, calendaring techniques and Microsoft Office Suite (Word, Excel, PowerPoint, Access and Publisher). Must have a working understanding of current web technology and practices and should be able to manage strategies that integrate with organizations website and online information systems.

TO APPLY: Email resume', completed application, and cover letter to HR@southernunion.com.