

FRIENDS CHURCH

Amigos Ministry Administrative Assistant Yorba Linda Campus Full-Time

You've got skills. You're motivated. You've got passion to see people come to know Christ. All you've been missing is a place to put all of it together. Friends Church could be that place.

Are you a person who enjoys diverse work in a fast-paced environment? Do you enjoy combining your administrative strengths with exceptional customer service, project management, and problem solving? Do you have a desire to turn your career into your calling? Friends Church Amigos Ministry is currently seeking an Administrative Assistant who is bilingual and bicultural, fluent in Spanish and English

ESSENTIAL FUNCTIONS

Some of the primary duties include:

- Receive and screen incoming calls, taking clear messages.
- Type teaching material, correspondence, articles and maintain up-to-date and well-organized files.
- Sort and open mail. Prepare responses to correspondence.
- Schedule appointments and speaking engagements for the staff of Amigos.
- Coordinate the administrative functions of the Amigos team.
- Prepare agendas and make arrangements for meetings.
- Prepare invoices, reports, memos, letters, financial statements and other documents.
- Set up and oversee administrative policies and procedures for the Amigos office.
- Review operating practices and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures, etc.
- Develop and distribute informational materials for Amigos Ministry programs.
- Communicate accurate and comprehensive records and mailing lists of participants.
- Coordinate materials and registration for conferences, retreats, and other events.
- Compile curriculum and resource materials for events and classes.
- Coordinate materials for volunteer training classes.
- Coordinate office volunteers.
- Schedule events, meetings and studies using calendaring program.
- Work with appropriate committees and leaders in carrying out the Amigos ministries of the church.
- Responsible for the design, development and printing of the weekly 'Sunday Bulletin', and other printing materials that require Graphics Arts and Media design.
- Maintain and update Amigos website
- Attend staff meetings, retreats, and conferences; keep current in related field.
- Partner with the Amigos Pastor in performing other appropriate duties, as requested.

QUALIFICATIONS

SPIRITUAL: Must have a personal relationship with Jesus Christ and must have a heart for ministry. Must hold to the Statement of Faith, Position Statements, Mission Statement, and Core Values and Ministry Values of Friends Church. Those that serve God on the staff at Friends Church are expected to set a high standard of

personal conduct and lifestyle. It is required that all staff members actively attend Friends Church, and for this position, active members of the Amigos Campus.

EXPERIENCE, EDUCATION AND LICENSURE: Associates Degree, with minimum of three to four (3-4) year's experience; or equivalent combination of education and experience.

KNOWLEDGE AND SKILLS

SKILLS: Strong proficiency in Microsoft Suite of products. Good verbal, written and interpersonal communications skills (English and Spanish). Effective time management, organizational, leadership and multi-tasking skills. Must be confidential, flexible, accurate and have good follow-up skills.

ABILITY: Ability to comprehend written and oral information and to express written and oral information (English and Spanish). Ability to order information and exhibit both deductive and inductive reasoning skills.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is frequently required to use hands to handle or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds.