

**FRIENDS CHURCH
FACILITIES ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION
PART-TIME**

JOB PURPOSE **TO SERVE THE CHURCH BY PROVIDING ADMINISTRATIVE SUPPORT TO THE FACILITIES TEAM LEAD.**

ESSENTIAL FUNCTIONS

Some of the primary duties include:

- Receive and screen incoming calls, taking clear messages and returning calls communicating the mind of the Facilities Department.
- Maintain up-to-date and well-organized construction and vendor files.
- Coordinate the administrative function of the Facilities Team.
- Prepare agendas and make arrangements for meetings.
- Prepare invoices, reports, memos, letters, financial statements and other documents for the department.
- Accept incoming and ongoing communications relating to the Friends Church rental program with internal and external clients.
- Create and maintain correspondences to internal and external clients with regards to the rental of church facilities, including applications, contracts, financial records, and reports
- Assist the Facilities Team with online ordering of parts and supplies.
- Set up and oversee administrative policies and procedures for Facilities 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 and reports to church staff regarding weekly events.
- Develop and distribute informational materials and reports to Phoenix staff regarding weekly room set ups.
- Coordinate office volunteers as needed.
- Schedule events, meetings and studies using calendaring program.
- Work with appropriate committees and leaders in carrying out the Facilities maintenance of the church and schools.
- Support the Friends Church Coffee House and the Coffee House Manager as requested.
- Attend departmental staff meetings for input and informational purposes.
- Attend meetings with and for the Facilities Team, upon request.
- Attend staff meetings and retreats.
- Cooperate with the Facilities Team by performing any other duties when assigned or instructed.

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 are active attendees of Friends Church.

EXPERIENCE, EDUCATION AND LICENSURE: Associate's 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, ServiceU and Mpulse programs. Good verbal, written and interpersonal communications skills. 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. 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.

WORK ENVIRONMENT: *Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.

Friends Church reserves the right to change, rescind, add or delete the duties and responsibilities within this job description at any time.