



## JOB DESCRIPTION

- Title:** Administrative Assistant
- Qualifications:** Must possess a vibrant relationship with Christ and agree with Joni and Friends' statement of faith. Must be a self-starter, a team player, and have strong interpersonal skills with previous Administrative experience. The candidate must have knowledge of basic accounting principles and ability to manage bookkeeping. Possess a strong knowledge of Microsoft Office and Quicken programs. Must be extremely organized. A working knowledge of Raiser's Edge is desired. Experience working with the disability community helpful.
- Status:** Part Time – Non-Exempt
- Reports to:** Area Director
- Salary Range:** Commensurate with experience

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The Administrative Assistant will fully embrace the Four Pillars of Joni and Friends:

1. Lead Like Jesus \*
2. Integration
3. Excellence in area of expertise
4. Best Christian Workplace

*\* Lead Like Jesus is a course of study provided to all employees and is based on the book written by Ken Blanchard and Phil Hodges of the same name. The Lead Like Jesus course is the model which governs our ministry culture and contributes significantly to Joni and Friends maintaining its certification as a "Best Christian Workplace" according to surveys by the Best Christian Workplace Institute (BCWI).*

**Duties:** Under Area Director supervision, provide administrative support to aid in implementing the strategic plan objectives. Specific responsibilities include but are not limited to:

1. Accounting
  - a. Know, understand and follow the Accounting Guide and other accounting related resources and policies
  - b. Area Ministry accounts
    - i. Use Quicken to document checking account (account payables) and petty cash transactions
    - ii. Reconcile bank statements
    - iii. Complete and submit timely, accurate area ministry monthly reports

- iv. Staff expense reports - complete and submit timely, accurate staff expense reports
    - c. Income Submission
      - i. Know, understand and follow all instructions for submitting income via Raiser's Edge
      - ii. Complete and submit income weekly
- 2. Constituent Relations
  - a. Enter weekly updates (notes, contact changes) into the Raiser's Edge; maintain database accuracy
  - b. Constituent thanking – each week using Raiser's Edge Query, complete and mail thank you cards/letters
  - c. Use Raiser's Edge Query and Reporting function to generate select mailing lists and constituent reports
  - d. Assist with fundraising planning and events
- 3. Volunteer Administrative Team Oversight
  - a. Train volunteers to assist administrative task completion
  - b. Schedule and manage volunteers for administrative task completion assistance
- 4. General Office Duties
  - a. Answer and direct all incoming phone calls.
  - b. Greet and receive guests.
  - c. Create, revise and distribute correspondence and ministry materials as instructed (e.g., individual correspondence, event flyers, mailings etc).
- 5. Filing/Contact Management
  - a. Maintain efficient filing systems; both digital and physical (e.g., documents, bills, photos via the Photo Library, publications)
  - b. Maintain current contacts in Salesforce database for churches and related disability ministries
- 6. Orders and Product Inventory
  - a. Order products and office supplies
  - b. Maintain product inventory
  - c. Fill resource and information requests
- 7. Events
  - a. Coordinate and maintain the ministry calendar
  - b. Assist with event planning, registration, execution and follow-up, including weeks on-site at annual Family Retreats
- 8. Ministry Life
  - a. Full participation in the prayer life of the ministry, at all levels, i.e., corporate, area ministry, departmental, groups
  - b. Full participation in mandatory Christ-centered trainings, i.e., *Lead Like Jesus*, Leadership-specific trainings, general staff training, optional mentoring sessions, other future biblically based trainings
- 9. Additional Responsibilities

- a. Social media/website: maintain Area Ministry website and Facebook page
- b. Complete other duties and special projects as assigned

**Ministry Life:**

The Joni and Friends vision statement is, *“To accelerate Christian ministry in the disability community.”*

The Joni and Friends mission statement is, *“To communicate the Gospel and equip Christ-churches worldwide to evangelize and disciple people affected by disabilities.”*

Joni and Friends stated values are:

1. Honor God in everything we do.
2. Build relationships based on trust and respect.
3. Maintain integrity and excellence in programs and services.
4. Practice responsible stewardship

As a Christ-centered ministry, all employees of Joni and Friends participate in its ministry wide prayer life, leadership training and other general staff training that may take place from time to time.

**Please Send Resume with Cover Letter To:**  
**[employment@joniandfriends.org](mailto:employment@joniandfriends.org)**  
**Please, No Phone Calls**