



POSITION DESCRIPTION

Title: Administrative Assistant - New England

Qualifications: Must have a vibrant relationship with Jesus Christ and affirmation of Joni and Friends' mission and statement of faith. Strong organization and time management skills, including rigorous attention to detail. Must possess solid computer skills and proficiency in Microsoft Office. Ability to manage and maintain financial database, bookkeeping and processing income/expenses. A working knowledge of Raiser's Edge is preferred. Must be a self-starter, a team player, and have strong interpersonal skills. Previous administrative experience preferred. Social media skills a plus.

Education: Bachelor's degree or 2 years of related experience preferred

Reports to: Area Director

Status: Full Time (32 hrs.)-Non-exempt

Salary: Commensurate with experience and area of country

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).*

Under Area Director supervision, provide administrative support to aid in implementing the strategic plan objectives.

Duties:

1. General Office Duties
 - a. Answer and direct all incoming phone calls and retrieve messages.

- b. Greet and receive guests.
 - c. Update and distribute correspondence and ministry materials as instructed (ex. individual correspondence, event flyers, prayer calendars, mailings, etc.)
 - d. Gather and submit quarterly statistics as needed.
 - e. Gather and submit Monday Notes
 - f. Responsible for Social Media posts and updates
 - g. Responsible for keeping staff meeting minutes and distributing to staff as needed.
2. Accounting
- a. Know, understand and follow the Accounting Guide and all Joni and Friends policies and practices.
 - b. Area Ministry accounts
 - i. Use Quicken to document checking accounts (account payables) and petty cash transactions
 - ii. Reconcile bank statements
 - iii. Complete and submit timely, accurate area ministry monthly reports
 - iv. Staff expense and credit card reports- complete and submit timely, accurate staff expense reports
 - v. Process and submit invoices and check requests
 - c. Income Submission
 - i. Know, understand and follow all instructions for submitting income via Raiser's Edge
 - ii. Complete and submit income weekly
3. Constituent Relations
- a. Enter weekly updates (notes, contact changes, actions, etc.) into Raiser's Edge; maintain database accuracy; process returned mail.
 - 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
4. Events
- a. Assist with event planning, registration, name tags, packet preparation, execution and follow-up for events including *Family Retreat* as needed.
 - b. Oversee use of online systems for attendees for all events.
 - c. Verify money paid with Raiser's Edge system and follow-up with outstanding balances.
 - d. Travel required for Annual All Staff Conference in California, and any additional travel as required for training.
5. Orders and Product Inventory
- a. Maintain product inventory

- b. Order products and office supplies
 - c. Fill resource and information requests
6. Additional Responsibilities
- a. 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

Please, No Phone Calls