



## JOB DESCRIPTION

**Title:** Administrative Assistant, Ohio Area Ministry

**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. The ability to manage multiple projects and an understanding Christian ministry are necessary. Previous experience as an Administrative Assistant preferred. Applicants should have a minimum typing proficiency of 60 WPM, computer proficiency, strong knowledge of all Microsoft Office programs and Quicken, and the aptitude to learn additional software programs. Raiser's Edge certification a plus. Experience working with the disability community is helpful.

**Status:** Part Time – 28 hours/week, Non-exempt, Temporary

**Reports to:** Area Director, Ohio

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

- Answer and direct all incoming phone calls.
- Warmly greet guests when they arrive in office.
- Provide Administrative Support for correspondence needs, maintenance of correspondence files and the handling of both incoming and outgoing mail.

- Make copies, maintain filing system and data base.
- Maintain product inventory and office supplies.
- Fill resource and information requests.
- Complete monthly Ministry Report.
- Complete Monthly Financial Reports.
- Create ministry flyers, brochures, thank you cards as requested.
- Log and batch Income Submission forms weekly.
- Keep petty cash up to date.
- Become Raiser's Edge certified, through online studies provided by JAF.
- Keep Raiser's Edge updated with contact notes and changes.
- Generate donor reports through Joni and Friends database system.
- On a weekly basis, print and mail donor thank you letters.
- Oversee coordination of the ministry calendar.
- Maintains and updates Area Ministry Social Media profiles.
- Work with staff to keep contacts up to date for churches and related disability ministries.
- Assist with event/project planning
- Keep computer files and photos organized.
- Work with staff to keep website updated.
- Assist with various event registration, preparation and follow-up.
- Assist with fundraising planning and event implementation.
- Other duties and special projects as assigned to support the overall objectives of Joni and Friends always representing the ministry in the best possible light.

### **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.

## Administrative Assistant (Field) **Objectives and Measurement**

### **Job Summary**

The Administrative Assistant serves to accomplish the mission of Joni and Friends. The responsibilities of the Administrative Assistant include supporting the Director in the overall management of operations, qualified staff, quality and appropriateness of services, fundraising efforts.

The Administrative Assistant objectives are to help Joni and Friends in these three areas...

- **Increase Ministry Fruitfulness, 30%**
- **Enhance Leadership Development, 30%** and
- **Advance Responsible Stewardship, 40%**

### **Increasing Ministry Fruitfulness** in the area you serve

- Provide administrative support for the implementation of a compelling disability ministry plan with key staff, influencers and volunteers
  - Filter all planning and implementation activities through the Joni and Friends mission, vision, the three things we do and our values
  - Continually work towards excellence in the accomplishments of your plan
  - Measure and grow with the end in mind
- Provide Administrative support for the Engagement and Expansion of church based Disability Ministry via Joni and Friends programming and resources
  - A growing number of churches will attend or host Joni and Friends trainings and outreach
  - Annual increased number of churches at each benchmark level (program and financial involvement)
  - Expand Joni and Friends knowledge base of churches in area via technology (i.e. website, Facebook, CDM, etc.)

- Community Awareness
  - Provide administrative support for community outreach events via local churches, (i.e. Luke 14 dinner, Wheelchair Drive, Walk and Roll, Day of Pampering, etc.)
  - Promote Joni and Friends disability ministry online towards offline participation (i.e., Facebook and various local networks).
  - Honor local area Joni and Friends volunteers with President's Volunteer Service Awards

### **Enhancing Leadership Development** for Disability ministry within the Church and Joni and Friends

- Provide administrative support to grow leadership at every level of your organization
  - Recruit, recruit, recruit and take into service only the best individuals with the right raw material to help meet mission
  - Insure that volunteer role descriptions are relevant, measurements are appropriate and that regular performance evaluations are held
  - Commit yourself to the personal and professional success of those you serve
- Champion learning and development for everyone; at every level (CLO)
  - Provide administrative assistance for *Lead Like Jesus* leadership, *Good to Great* excellence and intentional *Joni and Friends* integration at every level
  - Provide administrative support for implementing consistent systemic learning opportunities within and outside the agency
  - Work towards building the finest disability ministry agency
- Provide administrative support for partnerships with local church leadership to identify and nurture disability ministry leaders at local churches
  - Ensure the office culture and systems area catalyst for churches to become leadership churches
  - Support the recruitment and increase the number of people with disabilities in service and leadership (i.e. Office support and Gospel Media Outreach)
  - Annually assist with the increase number of leadership churches

### **Advancing Responsible Stewardship**

- Assist local field office to administer a strong, self-sustaining organization that can prosper beyond any leader, great idea, market cycle or well funded program, in the following ways:
  - Invest in the basics: people, funding and systems
  - Develop and continually increase both quality and quantity of volunteers, fans and friends.

- Utilizing volunteers achieve and preserve minimum levels of staff to fulfill mission and outsource everything else for maximum effectiveness, sustainability and flexibility
- Safeguard the Joni and Friends core and simultaneously adapt to changing world
  - Understand and support the budgeting and implementation of relevant disability ministry plan with key staff, influencers and volunteers
  - Deliver consistently on mission, making a distinctive impact with enduring results
  - Innovate around central practices, programs and processes
- Assist to drive the local resource engine (time, money and identity) to accomplish mission
  - Support a plan which is built with the Ministry Development Team based on the Field Fundraising Manual
  - Provide reports regularly on progress of the ministry plan
  - Support the growth of donors and donor churches and the amount given at both local and home office level

**Please send resume with cover letter to:**

**[employment@joniandfriends.org](mailto:employment@joniandfriends.org)**

**No Phone Calls Please**