



Job Description

Position: Receptionist/Administrative Assistant **Responsible to:** Office manager

Classification: Non-Exempt

Job Summary:

Job Summary: The receptionist/Administrative Assistant for New Way Ministries and the Christian Hope Association is responsible to ensure efficient operation of the office area by supporting residents, managers, employees, and volunteers through a variety of tasks related to organization and communication.

Qualifications: A committed and growing relationship with Jesus Christ as Lord and Savior, and a deep desire to provide administrative support within a Christian ministry that serves members of the community who are in crisis. Supervisory skills, ability to work on your own, decisive, assertive, and caring. Human service-related education or experience.

Personal Skills: Excellent interpersonal relationship skills, literacy in and experience with office management systems and procedures, strong organizational and planning skills, excellent time management skills and the ability to multi-task and prioritize work in an active environment, attention to detail and problem solving skills, ability to maintain confidentiality, accountability, adaptability, honesty and integrity, teamwork, ability and desire to share the hope of Christ and the reason for our faith with residents and staff.

Time Commitment: Part Time, Hourly position
24 hours per week – Tuesday, Wednesday & Friday

Shared Responsibilities:

- Provides support for residents and clients
- Meet residents' needs for supplies, medications, etc.
- Greets and provides general support to visitors and volunteers
- Professionally answers and directs phone call, emails, and other forms of communication both internally and externally
- Distributes mail daily
- Handle large mailings
- Tuesday Dinner Coordinator
- Take Phone Screenings
- Copies and Laminates as needed
- Maintains donor and contact lists
- Supervises the maintenance of office equipment including copiers
- Monitors and submits orders for supplies
- Facilitates maintenance needs and requests
- Accompanies Maintenance volunteers as needed
- Receive and process Donations

- Performs duties as assigned by the Exec. Director and Office Manager

Teamwork and Collaboration:

- Works in collaboration with program and other staff to facilitate a team environment
- Demonstrates effective communication skills in building relationships with clients, staff, and volunteers
- Attend all staff meetings as scheduled
- Have a willing attitude to take on other tasks or duties as needed or assigned

New Way Ministries Values:

- Treats all clients, visitors and employees with kindness, respect, and dignity
- Adheres to all policies, procedures, code of conduct, and attendance rules
- Maintains strict confidentiality of all information