

## ***Administrative Assistant - VC Students High School& Middle School***

### **Job Summary**

The Administrative Assistant coordinates and manages a wide variety of assigned administrative functions including, but not limited to, general office operations of filing, copying, communications management (e-mailing & U.S postal service), expense processing, meeting planning & support, etc. Additional needs, as required, in communications, project coordination, ministry materials, event planning, travel planning, scheduling, volunteer coordination, etc. Other duties will be assigned as required.

### **Principle Responsibilities**

- General Administration
- Ministry Projects and Events
- Facilitate Communication

### **Core Competencies**

Approachable	Informing	Appreciation for kids and youth
Interpersonal Savvy	Functional/Technical Skills	Advocate for families
Spiritual Maturity	Organizational Agility	Ability to differentiate
Self-Awareness	Organizing	Willingness to pastor/counsel
Priority Setting	Perseverance	Accountable team player

### **Minimum Qualifications, Education and Experience**

- Preferred 3 years' professional experience in administrative support
- Knowledge of Microsoft Word and Excel and database use
- Strong writing and editing skills
- Ability to appropriately handle confidential information
- Strong attention to detail
- Ability to handle multiple projects excellently
- Strong stamina and flexibility for week-to-week demands
- Satisfactory background check required for all positions