



**Friendship West Baptist Church**  
"Equipping Changed People to Change the World"

**Job Title:** Administrative Assistant  
**Department:** Social Justice and Stewardship Ministries  
**Reports To:** Rev. Dameion Madison and Daniel Ayers  
**FLSA Status:** Non-Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** June 2010  
**Approved By:**  
**Approved Date:**

**Job Description:**

**Summary:** Provides clerical support to the Social Justice and Stewardship Ministries by performing the following duties.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Creates materials for public presentations; composes correspondence, reports and informational materials.
- Drafts and/or types committee agendas; schedules assigned appointments, meetings and conferences; coordinates arrangements and sets up meeting rooms; notifies meeting participants; prepares and/or assembles meeting materials from rough notes, drafts, dictation or oral instructions; types, formats, edits, revises, proofreads and prints reports, correspondence, memoranda, agreements, agendas, contracts, ranging from routine to complex
- Design, organize and maintain forms, records, reports, files and logs to support work processes; Review and code departmental expenses and monitor departmental budget balances.
- Will receive and screen visitors and/or telephone calls, providing general information regarding departmental functions that may require the use of judgment, tact and sensitivity; skillfully handle complaints and inquiries; research and respond to requests.
- Perform administrative and clerical support functions.
- While performing these duties, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to operate office equipment and lift up to 25 pounds.

**Education and/or Experience**

- Associate's degree (A. A.) or equivalent from two-year college or technical school; At least three years increasingly responsible office administrative support experience required. Additional education may be substituted for years of work experience.

**Computer Skills**

- Must be proficient with Microsoft Office
- Typing speed of at least 50 wpm is required.
- Shorthand or speedwriting is a plus

**Other Skills and Abilities**

- Exhibits the ability to prioritize, organize and handle tremendous volumes of work.
- Exhibits problem solving and conflict resolution skills
- Exhibits ability to work quickly and efficiently with multiple tasks and responsibilities