

MUSKEGON RESCUE MISSION JOB DESCRIPTION

POSITION TITLE:	Administrative Assistant
REPORTS TO:	HR Manager
RELATES CLOSELY WITH:	Executive Director Directors/Managers of MRM Ministries Volunteer/Event Coordinator Donor Processor Mission Supporters Mission Guests Volunteers

As a team member of Muskegon Rescue Mission, we implement and live out our mission of demonstrating and proclaiming God's love to the less fortunate and homeless people in West Michigan. We do this by caring for and loving the individual as Christ would. We share the Good News of Christ's love and what He has done for us on the cross.

RESPONSIBLE FOR:

- Sharing your faith in Jesus Christ and praying with mission guests, donors, volunteers and co-workers as opportunities arise.
- Receiving all phone calls and visitors to the Administration Office.
- Processing all monetary donations on a daily basis.
- Entering bills into Quickbooks.
- Accepting donations from walk-in contributors.
- Assisting in mailings and outgoing correspondence.
- Maintaining necessary statistics and preparing reports.
- Typing flyers or announcements for Mission activities as directed.
- Any other tasks as assigned by supervisor.

PRIMARY STRENGTHS AND ABILITIES REQUIRED:

- Shall be a mature, born-again Christian and be in fellowship with a local evangelical church.
- Must provide a clear biblical testimony of a personal experience of receiving by faith the Lord Jesus Christ as Savior and give evidence of His presence in daily living. Must desire to serve the Lord in the ministry of rescue.
- Shall subscribe to the by-laws and statement of faith of the organization.
- Must be a high school graduate.
- Must have general office experience including clerical, computer and bookkeeping activities. Should be computer literate with experience in MS Office, Word, Windows, Publisher and Excel.
- Must be organized and have the ability to perform a variety of diverse tasks.
- Must possess excellent verbal and written communication skills and be able to effectively communicate.

GENERAL INFORMATION:

- Part-time hourly position
- Hours: 28/week
- Flexibility in hours will be necessary at times to meet staffing needs.

I have read the above, and understand that it is intended to describe the general content and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the Mission's needs. Furthermore, I understand that Michigan is an "At Will" state and that Muskegon Rescue Mission operates as an "At Will" employer. I also understand that, by signing this document, I am stating that I am able to perform all of these duties as described. I have been given a copy of this description.

SIGNATURE

DATE

DATE: 4/00 (Revised 3-2004)
Reviewed 3/2006
Revised 2/2007
Revised 4/2010
Revised 8/2017
Revised 3/2019