



ROLE DESCRIPTION

Role: Administrative Assistant

DEPARTMENT: JobsPlus (*A ministry of City Gospel Mission that exists to train and support people seeking employment across the spectrum of the first timer to the seasoned professional. Our goal is to help our program participants find and excel in their vocations.*)

REPORTS TO: Vice President JobsPlus

CLASSIFICATION/ STATUS: Full-Time Exempt

Hours are typically Monday through Friday 8:00 to 4:30pm. There might be an occasional evening or weekend that is program or event specific. The work is conducted primarily at the downtown office (1805 Dalton Avenue, Cincinnati, OH 45214.)

GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES: The Administrative Assistant is the heart-beat for the JobsPlus staff. This person is the face of the welcome desk and provide the first level of information for people who visit the office. She/he manages calendars, orders and inventories supplies, attends to the reception area of the building, and answers the main JobsPlus phone line, which often includes questions about JobsPlus programming and City Gospel Mission as a whole. The Administrative Assistant is a key part of event planning and execution for the team. This person is key to recruiting employer partners. He/she also co-ordinates with the JobsPlus staff who work at the JobsPlus sites in downtown Cincinnati, Hamilton and Middletown.

MAJOR POSITION RESPONSIBILITIES:

1. Do the work of administration in a manner that is aligned with the ministry's core values of being: Godly, builders of meaningful Relationships, Compassionate and focused on Positive Transformation for Ourselves and Participants in our Programs.
2. Administration & Communication Specifics:
 - Organize and maintain a schedule of appointments for program participants.
 - Compose and distribute letters, emails, faxes and forms, to recipients such as schools, current employers, potential employers, donors, participants, governmental agencies, church partners, etc.
 - Help to prepare regularly scheduled written reports.
 - Train/Teach the JobsPlus Curriculum to program participants.
 - Communicate office procedures and policies to the appropriate parties.
 - Update and maintain contact lists.

- Manage office supplies, working with vendors to secure good pricing and assurance of supply.
 - Maintain the security of office facilities.
3. Computer Work:
- Proficiency in “Microsoft Office”, (Word, Excel, PowerPoint) is needed. Working in these software programs is daily task.
 - Create and manage databases. Experience with Traxx is a plus.
4. Promoting, Training and Recruiting of Participants:
- Be an ambassador of the program to the public at large.
 - Seek and share ideas to improve and expand the work of JobsPlus.
 - Work well with participants, their family members and/or teachers along with other parties who are involved with the program including: employers, volunteers, visitors, correctional institute staff, mentors, church partners, our colleagues at the Lord’s Gym, etc.
 - Help program participants with resume writing and job applications.
 - Coordinate and collaborate with other City Gospel Mission programs leaders and departments, as needed.
5. Recruit Employer Partners
- Actively recruit employer partners who will hire/train program participants.
 - Build relationships in the greater Cincinnati area, that can lead to employment opportunities for program participants.

As with all CGM staff, the person in this role will complete other work-related duties as assigned.

PERSONAL REQUIREMENTS:

1. Have the personal experience of receiving, by faith, Jesus Christ as Savior and Lord and be actively involved with a local church.
2. Have a passion to see men, women, and children come to know Jesus Christ as their personal Savior and Lord.
3. Have a personal fellowship with the Lord, which includes daily prayer and Bible study.
4. Agree with and sign the statement of faith and mission essentials of City Gospel Mission.
5. Have a personal conviction to serve people of all ethnicities with genuine care and equity.

PHYSICAL REQUIREMENTS:

1. Prolonged periods sitting at a desk and working on a computer.
2. Must be able to lift up to 25 pounds at times.
3. This role may require ascending/descending stairs, arranging office equipment or furnishings in an office setting.

SKILLS AND EDUCATIONAL QUALIFICATIONS:

1. Associates degree or equivalent business credentials.

2. A minimum of one year of relevant experience or course work.
3. A team player who is well organized, productive, can put people at ease, while maintaining order.
4. Candidate is able to communicate clearly in oral and written form. Computer/word-processing skills are a must.
5. Must possess a valid driver's license (Ohio or Kentucky) that is in good standing. The ideal candidate will have a vehicle and be able to pick up supplies on an occasional basis.
6. Must pass background and motor vehicle check and drug screen.

Date Revised: 2/17/21

(HR Contact, Kelly Wilson)