



**SOARING AS EAGLES OUTREACH MINISTRY, INC.
JOB DESCRIPTION**

Administrative Assistant

Schedule: 9:00 AM - 2:00 PM (5 DAYS A WEEK / FLEX)

Salary Range: \$ 13 - 15 /hr

RESUME: include cover letter and salary expectation

Soaring As Eagles Outreach Ministry, Inc is a non profit organization with a mission to empower families of Title 1 schools through personal, emotional, educational, and professional development. We focus on serving our community with programs, workshops, and case management to help families grow and thrive.

Responsibilities:

- Provides administrative support to ensure efficient operation of the office
- Provides confidential secretarial (filing, typing, copying, binding, scanning, etc.) and administrative support for the executive director, to include managing the schedule/calendar, making travel arrangements, screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries as appropriate.
- Serves as a primary point of direct administrative contact and liaison with other offices, individuals, and external institutions and agencies on a range of specified issues; organizes and facilitates meetings, conferences, and other special events, as required.
- Gathers, enters, and/or updates data to maintain records and databases, establishes and maintains files and records for the office.
- Assists with program development and planning to ensure more efficient service and organization of the office.

- Composes and prepares written documentation and correspondence for the office; screens and evaluates incoming and outgoing correspondence and prepares responses.
- Assists in the coordination, supervision, and completion of special projects.
- Coordinates and oversees the day-to-day management of supplies, equipment, and facilities for the organization.
- Enhances professional growth and development through participation in educational programs, current literature, in-service meetings, and workshops.
- Performs miscellaneous job-related duties as assigned.
- Exhibits polite and professional communication via phone, email, and mail
- Supports team by performing tasks related to organization and strong communication
- Provides information by answering questions and requests
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies
- Contributes to team effort by accomplishing related results as needed

Knowledge and Skills Required:

- Organization
- Creativity
- Database management skills
- Knowledge of office management principles and procedures.
- Ability to create, compose, and edit written materials.
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.
- Organizing and coordinating skills.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Strong interpersonal and professional written and verbal communication skills
- Microsoft Office skills
- Time management
- Strong attention to detail
- Ability to prioritize and multitask
- Ability to professionally communicate and work effectively with a wide range of constituencies in a diverse community

Education and Experience Requirements:

- High school diploma or equivalent education required
- 1 year of administrative experience
- Knowledge of appropriate software including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat
- Valid driver's license and current automobile insurance

How to apply:

Send resume to soaringaseagles100@gmail.com

Or apply on our website soaringaseagles.net