



ADMINISTRATIVE ASSISTANT

CityJoy's mission is to spread a passion for the supremacy of God in all things for the joy of all peoples through Jesus Christ by multiplying Biblically faithful leaders and ministries of justice and mercy. CityJoy staff work in a variety of settings and ministries that promote the vision and mission of CityJoy.

POSITION SUMMARY

The position of Administrative Assistant shall support the CityJoy Executive Director by maintaining quality verbal and written communication, financial records and documentation, personnel administration and any other administrative duties and tasks that further the mission of CityJoy and support the Executive Director and Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administrative duties as directed by the Executive Director may include:
 - Perform basic bookkeeping and accounting functions including recording deposits, issuing donor receipts, generating financial reports, and distributing reports to staff on a regular basis
 - Provide administrative assistance and project management for a variety of projects as needed, with the goal of reducing or more effectively managing and organizing workflow and workload, and creating more efficient systems of organization to maximize time and ministry
 - Attend monthly Board meetings, taking minutes, handling board correspondence and communication on an as needed basis
 - Filing/clean-up of old files, developing best practice storing of current and on-going files
 - Assist with weekly staff email and monthly donor newsletter as well as ongoing communication for general questions and needs from staff and donors
 - Planning and executing occasional staff and board events including site selection, shopping, decorating, communication, set-up, and tear-down
 - Complete bi-weekly payroll entries and other payroll-related tasks
 - Execute basic HR functions as directed such as, but not limited to, employee handbook revisions, tracking required training, background checks and support for onboarding
- Recommend new administrative systems and procedures, and/or best practices as appropriate
- Proactively plan and assist in preparing for upcoming ministry calendar needs and take initiative in efficiently accomplishing tasks supporting those ministry goals
- Strictly maintain confidentiality in regards to all records, staffing concerns and sensitive communication using wisdom and discretion for all information
- Other duties as assigned based on the needs of the organization and supervisor

Reports to: CityJoy Executive Director
Ministry Area: Administrative
Date Prepared:
Hours per Week:
Job Classification: Part time/Non-exempt/Hourly

MINIMUM QUALIFICATIONS

- Profess salvation in Christ and have assurance of salvation
- Maintain a growing, vital and personal relationship with God
- Be a member of a local church
- Embrace and live out the vision of CityJoy, acting in the best interests of CityJoy in public and private life
- Agree with the Bethlehem Baptist Church (BBC) Affirmation of Faith
- Detailed and observant, team oriented and willing to serve behind the scenes
- Excellent written and verbal communication skills
- Strong time management and organizational skills
- Thrive on completing tasks and functioning in fluid environments
- Have organizational skills necessary to work effectively, creatively, and flexibly within the context of a quick paced, service oriented ministry
- Ability to work well under direct supervision or independently with minimal instruction
- Onsite completion of work at the CityJoy office; possible occasional remote option
- Work primary during business hours as well as occasional early mornings, evenings and weekend
- Ability to drive with valid driver's license

REQUIRED EXPERIENCE

- 1-2 years experience working in an administrative role
- Skilled in basic computer processing and general working knowledge of word processing, spreadsheets, Canva, and Quickbooks (accounting software)
- Experience in basic bookkeeping practices
- High School Diploma or equivalent experience

The above statements reflect the general details necessary to describe the principle functions of the above occupation and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation. Explanations of job functions and skills are meant to provide context about the job, but are not meant to be a comprehensive list of duties.

PHYSICAL DEMANDS

While performing the duties of this job, the employee may be required to stand, walk, sit, kneel, twist, bend over; use hands to finger, handle, or feel objects; reach with hands and arms; climb stairs; talk and hear. The employee must occasionally assist children and push, lift or move supplies, up to 30 pounds. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions. The working conditions and requirements indicated here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Employee is responsible to describe and inform CityJoy prior to the first day as to reasonable accommodations, if needed.

AAP/EEO STATEMENT - Religious Belief Exception

It is the policy of CityJoy to provide equal employment opportunity to all qualified persons. Our employment practices are intended to assure that all individuals are recruited, hired, assigned, advanced, compensated, and retained based on their qualifications and treated equally in these and all other respects, and abiding by all applicable state and federal laws, including but not limited to the Minnesota Human Rights Act. Exceptions to this policy may be necessary when based upon a bona fide occupational qualification or in compliance with the sincerely held religious beliefs and teachings of CityJoy. Employment practices are intended to ensure that all individuals are recruited, hired, assigned, advanced, compensated, and retained on the basis of their qualifications.

Employee Name (print):

Date:

Employee Signature:

CityJoy Responsible Party Signature:

Date:

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