

## **Water Street Mission Job Description Enrichment Center Administrative Assistant**

**Summary:** Support the Director of the Enrichment Center in serving guests through exceptional customer service.

**FSLA:**

**All Water Street Mission staff must be:**

- ❑ Willing to sign the Water Street Mission's Statement of Faith
- ❑ A current and active member and/or regular attendee of a local church
- ❑ Able to fully support the Water Street Mission's Core Values and Ministry Philosophy

**Essential Functions:**

- Minister to guests, reflecting God's love for each individual, through a non-judgmental, grace filled relationship
- Support the goals and objectives of the Director of Enrichment Center in a matter that reflects the values and ministry philosophy of Water Street Ministries
- Organize and support meetings: scheduling, preparation, recording minutes, conduct follow-up communication and action items
- Supervises Enrichment Center computer room providing tutoring as needed
- Manages and supervises volunteers in the Enrichment Center
- Maintain office equipment
- Monitors guest activities and progress and maintain guest records
- Motivates guests to perform to the best of their ability.
- Works in relationship with the Enrichment Center staff as well as the Program staff
- Manage special projects as needed
- Prepare reports, charts, files and documents as needed
- Maintain confidentiality re: guests, staff, and volunteer information
- Other duties as assigned

**Education/Experience:**

Microsoft Office proficiency at an advanced level including Word, Excel, Outlook, Publisher and Access are essential and will be tested. Organizational skills and strong communication skills required. A college degree in business or a related field, or 2+ years of equivalent training and experience is preferred.

**Equipment:** Office equipment including computers, fax, business phones, etc.

**Supervised by:** Director of Enrichment Center

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the essential functions of this job the employee is regularly required to stand, walk, or sit and use hands to finger, handle, or feel, and is occasionally required to lift and/or move up to 35 pounds. Requires occasional weekend and evening availability.

***Christian Life:***

As an employee of Water Street Mission, you are an important member of a Christian Missionary organization. All staff members are Christian missionaries and are required from time to time to participate in chapel services, outreach ministries, or counseling sessions.

Because of the nature of these types of ministries, it is an absolute necessity that you possess and maintain a testimony or lifestyle that is above reproach. What you do on your own time may seriously affect your ability to perform these types of ministries, which are an important part of your job.