



# Part-time Administrative Assistant

## General Function:

Responsible for the coordination of facility usage at Rose Drive Friends Church, the processing of Risk Management paper work and other administrative duties as assigned.

## Qualifications:

- Three years of related administrative experience
- Excellent interpersonal communication skills
- Detail-oriented with strong organizational skills
- Demonstrates the ability to multi-task and problem solve
- Must show discretion and discernment with confidential information
- Must demonstrate expertise with computer applications such as Microsoft Office, especially Excel, facilities management databases, and scheduling software

## Primary Duties and Responsibilities:

- Coordination of facilities usage
  - Provide oversight and approval of room use and resources on campus
  - Work as a liaison between Rose Drive Friends Church, Friends Christian School, and Phoenix Janitorial Services
  - Distribute, process, and manage paperwork for facilities usage such as room set ups, weddings, showers, funerals, etc.
- Organize, process, and follow up on Risk Management (clearance process for volunteers to work with minors) paperwork under the direction of the Pastor of Implementation
- Assist in other administrative office duties, including but not limited to the ordering of supplies, coordination of volunteers, and the processing of in-coming and out-going mail.

## Personally the candidate's life shall reflect:

- Must have a personal relationship with Jesus Christ and a heart for ministry
- A life consistent of integrity with biblical principles
- A humble spirit that listens and responds appropriately to the counsel of others
- Discernment when responding to staff and others requests
- Must hold to the Statement of Faith, Position Statements, Mission Statement, Core Values and Ministry Values of Rose Drive Friends Church
- It is required that all staff members are regular attenders of Rose Drive Friends Church.

**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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is frequently required to use hands to handle or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds.

**Work Environment:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- **Hours Per Week:** 10-12 hours a week
- **Start Date:** Early Spring 2012

The above statements are intended to describe the general nature and scope of the work being performed. This list is not intended to represent an exhaustive list of all duties, skills, and responsibilities required. Rose Drive Friends Church reserves the right to change, rescind, add, or delete the duties and responsibilities within this job description at any time.

Please email resume and references to Kristen Reyes at [kristenr@rdf.org](mailto:kristenr@rdf.org).