

HANDI*VANGELISM MINISTRIES INTERNATIONAL



TITLE: Secretarial Ministry Assistant

REPORTS TO: Executive Secretary

TYPE OF POSITION: Part-time

FLSA STATUS: Non-Exempt

The Secretarial Ministry Assistant will perform, under the direction of the Executive Secretary, certain executive and clerical duties to assist H*VMI's administration and ministry directors.

MINISTRY SPECIFIC REQUIREMENTS:

- Significant prior training and/or experience in this specific area.
- Ability to network with other individuals and organizations.
- Self-starter and able to work independently.
- Excellent communications skills: speaking, listening, writing, reading and editing.
- Ability to plan, organize, prioritize, coordinate and complete multiple projects.
- Proven problem solving skills.
- Proven ability to work effectively with others.
- Commitment to maintain confidential information.
- Open to long and irregular hours, and possesses good time management skills.
- Ability to coordinate own transportation.
- Willingness to perform other duties as assigned by the Executive Director and/or Executive Secretary.
- Thorough knowledge of Microsoft Office including Word, Publisher, Access and Excel.

MINISTRY RESPONSIBILITIES:

- Participate in scheduled meetings as requested by the Executive Director and/or Ministry Directors, taking, distributing and/or filing relevant notes, if asked.
- Assist Executive Director and Executive Secretary in other special assignments as requested.
- Receive, obtain and store pertinent information and ensure validity, completeness, accuracy and confidentiality of these records.
- Assist ministry in scheduling and coordination of volunteers.
- Help formulate content for newsletters and work with Graphic Artist through publication process, as requested.
- Edit documents as requested.
- Maintain mailing lists. Add new contacts and update changes of address. Assist with the process of ministry mailings from beginning to end.
- Be involved in the master scheduling of all H*VMI ministry events and office tasks in order to prevent unnecessary overlap.
- Assist in planning, coordinating and advertising various ministry-wide programs. (Examples: banquets, Golf Outing, baseball games, etc.)
- Network with other similarly minded community organizations to make them aware of services offered through H*VMI ministries.

- Develop or maintain relationships with ministry contacts through correspondence and/or phone calls, as requested.
- Work to establish a positive rapport with staff, visitors and those served by H*VMI.
- Ensure the comfort and assist in attending to the needs of any visitors on ministry grounds.
- Entertain and answer basic queries pertaining to the services provided by H*VMI, its mission and vision.
- Accept calls for ministry departments and relay conversations and pertinent messages to others while maintaining accuracy, clarity and confidentiality.
- Work with ministry directors to serve as the liaison between H*VMI and the responsible parties at any facility H*VMI utilizes for ministry events in order to foster positive relationships, promote good communication and troubleshoot any problems.
- Assist in scheduling and coordinating community or ministry outreach under the supervision and direction of individual ministry directors. (Examples: retreats, Bible Studies, picnics, breakfasts, support groups, etc.)
- Work with individual ministry directors to publicize and promote H*VMI ministry events through any available means of media or technology.
- Assist in coordinating recruiting trips to colleges, universities and other sites.
- Assist ministry directors in other special assignments as requested with prior approval by the Executive Secretary.

INTERESTED APPLICANTS CONTACT:

- Kyle Robinson, Assistant to the Executive Director/Director of Mobilization
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H*VMI
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