

JOB DESCRIPTION



Job Title: YL Administrative Assistant – Owatonna Area

Reports To: Area Director

Salaried or Hourly: Hourly **Exempt or Nonexempt:** Nonexempt

Supervisory: # of employees supervised None

Job Titles Supervised: None

Mission/Authority:

This position provides administrative support, enabling the Young Life field ministry area office to function in an organized and efficient manner.

ESSENTIAL PREREQUISITES FOR ALL STAFF MEMBERS (FROM YOUNG LIFE'S BYLAWS – ARTICLE VII):

“Because of Young Life’s exclusive Christian purposes of evangelism and discipleship as set forth in its Articles of Incorporation and in these Bylaws, and to reflect what has always been and will continue to be the position of Young Life, specifically the Christian belief that **each and every employee and volunteer of the corporation should minister as a servant of God with the primary responsibility of proclaiming the gospel of Jesus Christ and, as such, is an integral part of the Christian mission and ministry of the corporation**, Young Life shall only employ individuals or enlist volunteer leaders who: (a) profess a belief in Jesus Christ as their personal Savior and Lord; and (b) subscribe to the statements and policies required of all Young Life staff, including the Young Life Statement of Faith. Therefore, employees and volunteers of Young Life, during working and nonworking hours, shall: (i) be ready, willing and able to fulfill such ministry functions as may be required by the organization; (ii) refrain from conduct and statements that detract from the biblical standards taught and supported by Young Life, and (iii) abide by all policies and practices of Young Life including, without limitation, those related to religious belief or ministry activities.”

Essential Duties:

A. Written and Verbal Communication

1. Answer correspondence, do filing and prepare mailings.
2. Answer phones.
3. Respond to voicemail, e-mail and phone calls in a timely and professional manner.
4. Gather articles, pictures, layout, production, mail, etc. for newsletter from area staff.
5. Create club/event postcards and flyers.
6. Send prayer e-mails and monthly updates.
7. Create and maintain area website.
8. Send thank-you letters to donors.
9. Interact with area director, staff, committee, and volunteer leaders with area.
10. Update and maintain social media sites.

B. Administration

1. Process and track donations.
2. Maintain donor and leader databases, ensuring that leader forms, driver questionnaires and criminal background checks are up to date.
3. Maintain and Create Master Calendar, Office space calendars and other ministry calendars.
4. Accounting: pay bills, submit purchase card expenses, and evaluate financial monthly status.
4. Maintain contact databases in Salesforce which includes donors, kids, parent, newsletter recipient, etc.

C. Event Administration

1. Coordinate area meetings, including; Area Staff Meetings, Area leadership meetings, and Area committee meetings.
2. Camp
 - Track participation, payments, health forms and how much each kid has earned in fundraisers.
 - Send letters to parents about camp sign-ups, itineraries, and health forms.
 - Responsible for fundraiser marketing.
 - Construct and distribute camp brochures.
 - Communicate with camp regarding camp contracts, R2 deposits, A-forms, housing request forms and 10-day call-ins.
3. Area Fundraising Events (Cake Auction, Banquet, etc.)
 - Coordinate, maintain and follow through for each event.
 - Prepare and mail event materials.
 - Maintain sponsorship data, write thank you notes and assist in pursuing new sponsorship.

D. Miscellaneous duties

1. Keep a working knowledge of different forms required by Young Life Service Center.
2. Maintain, organize, and clean office and club space.
3. Order Supplies and run errands as needed.
4. Set-Up for events.

F. Other Duties as Assigned

Working Conditions:

Office Environment

Education:

- High school education or its equivalent.
- Associates degree preferred.
- Ongoing education encouraged.

Experience Required For The Job:

- Previous administrative assistant experience preferred.
- Proficiency in Microsoft Office Suite (which includes Word, Excel, Outlook and PowerPoint).
- Strong organizational skills with attention to detail and processes with the capability of handling concurrent tasks and constant interruptions.
- Good grammar skills and strong written and verbal communication skills.
- Ability to maintain confidentiality.
- Basic accounting skills.
- Detail oriented multi-tasking ability.
- Proven relational skills with both kids and adults.
- Initiative with developing processes/systems around events – data organization and maintenance.
- Great customer service skills.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

I have read the above job description and I believe I can perform the job.

Staff Person's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____