

JOB DESCRIPTION

JOB TITLE: Part Time Administrative Assistant (20 hours per week)

EMPLOYER: Butterfield Memorial Foundation

REPORTS TO: President

EFFECTIVE DATE: 2/6/2023

SUMMARY: Administrative support to the President (Primarily) and Staff.

DUTIES AND RESPONSIBILITIES:

- Answers and screens telephone calls in a professional and timely manner using judgement and discretion; takes accurate messages with a high degree of professionalism and courtesy; arranges conference calls and Zoom meetings.
- Composes, types, and distributes professional correspondence and memoranda, E-mails and faxes, using individual initiative and as assigned.
- Proactively establishes, and maintains highly organized filing system; files correspondence and other records.
- Coordinates calendars and schedules appointments, ensuring all parties are informed of and kept abreast of schedules.
- Coordinates travel arrangements; completes expense reports and processes invoices; ensures that correct account codes are used and required signatures obtained.
- Conducts research; compiles and types statistical reports.
- Coordinates meetings including but not limited to preparing and distributing agendas and other meeting materials, reserving and preparing facilities, and recording and transcribing meeting minutes.
- Assists in development and implementation of department systems and procedures as needed.
- Performs general clerical duties including but not limited to filing, photocopying, faxing, and mailings.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.
- Assists with special projects as assigned.
- Performs a variety of complicated tasks and other duties as assigned by supervisor.
- Plans, prioritizes and organizes workload to ensure deadlines are appropriately met.
- Acts as liaison between other departments and outside contacts and agencies.
- Performs other related duties as assigned by management.

QUALIFICATIONS:

- Associate's degree (A.A.) or equivalent, five or more years of related experience, or equivalent combination of education and experience.
- Excellent verbal and written communication skills.
- Proficient on Office 365.
- Commitment to excellence and high standards.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Strong interpersonal skills.
- Ability to understand and follow written and verbal instructions
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Good judgement with the ability to make timely and sound decisions
- Creative, flexible, and innovative team player
- Ability to work independently and as a member of various teams and committees.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Acute attention to detail.

COMPETENCIES:

- **Interpersonal Skills**--Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication**--Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication**--Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Teamwork**--Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Cost Consciousness**--Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Ethics**--Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Organizational Support**--Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Motivation**--Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- **Planning/Organizing**--Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Professionalism**--Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality**--Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Quantity**--Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Safety and Security**--Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Adaptability**--Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality**--Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability**--Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently required to stand, walk, and sit
- Frequently required to utilize hand and finger dexterity, talk, and hear
- Frequently utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Occasionally required to lift/push/carry items less than 25 pounds
- Frequently required to work from home
- Occasionally required to drive to accomplish assigned tasks

FAITH REQUIREMENT

BMF asks each employee to sign this statement of faith: "I believe in God the Father Almighty, maker of heaven and earth. And in Jesus Christ His only Son our Lord; who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead and buried; He descended into Hell; the third day He rose again from the dead; He ascended into heaven, and sitteth at the right hand of God the Father Almighty; from thence He shall come to judge the quick and the dead. I believe in the Holy Spirit, the holy Catholic church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting."

BMF is a Christian organization and is an affiliated ministry of the Free Methodist Church USA. Therefore, employees are expected to adhere to the disciplines of the Free Methodist Church as outlined in the *Book of Discipline*.

Mission Statement:

We manifest the redeeming love of Christ by focusing on the physical, mental, social, and spiritual well-being of people, consistent with the tenets of the Free Methodist Church USA.

Core Values

Christ-Centered Redeeming Love

Compassion

Integrity

Excellence

Servanthood

Trust

I have read and understand the requirements and responsibilities in the above stated job description for Administrative Assistant at BMF.

Signature

Date