



JOB DESCRIPTION

JOB TITLE: Administrative Assistant

DIVISION: Georgia

REPORTS TO: VP Church Partnerships & Marketing

DEPARTMENT: Corporate

SUPERVISION TO: None

CLASSIFICATION: Exempt

FaithBridge Foster Care, Georgia's largest Christ-centered foster care agency (a non-profit organization) located in metro Atlanta, is hiring an Administrative Assistant. The Administrative Assistant is a mission-driven professional in support of the VP of Church Partnerships & Marketing and the VP of Foster Care Operations for FaithBridge Foster Care.

JOB FUNCTION:

The Administrative Assistant is responsible for assisting the VPs with correspondence; calendar management and scheduling; organizing and planning weekly and monthly company meetings; assisting with development of meeting agendas; attending meetings and capturing minutes and action items; coordinating travel arrangements; processing expense reports; receipting donations; administrating event planning from conception through to completion; and addressing departmental needs as they arise. In addition, the Administrative Assistant is responsible for staff background checks, managing staff training, answering main phone, office set up for new staff hires, document drafting, development and revision, assembling and maintaining statistical data, performing and overseeing specific projects and programs as assigned.

Core Responsibilities and Expectations

- Assisting/managing the calendar and coordinating with team members as needed
- Serving as an ambassador and representative to board, staff, volunteers, donors, church partners, foster families, on behalf of both VPs
- Preparing correspondence and developing documents as needed
- Maintaining files
- Processing internal paperwork for operational requirements
- Meeting planning (schedules, facilities, catering, etc.) for VP meetings, fundraising events, church partners, and others as they arise
- Managing travel
- Managing expense reports
- Taking meeting minutes and capturing action items as applicable
- Assisting with special projects/project management as needed
- Recording donations and acknowledging donors
- Fulfilling office management role pertaining to securing all necessary supplies, service, maintenance requests and company-wide communication
- Writing, proofreading and editing documents



- Answering main phone line and forwarding messages
- Managing compliance for staff training
- Completing staff background checks and managing compliance
- Office set up for new staff hires

Event Planning Responsibilities

- Managing all stages of planning, design, and production of events within time and budget limits
- Manage all event details including, but not limited to, the following:
 - Identifying and researching vendors
 - Collaboration with subcontractors/vendors and negotiating contracts
 - Venue identification and preparation
 - Decor, catering, entertainment
 - Guest lists
 - Transportation and special guest requirements/riders
 - All necessary equipment
 - Coordinate with team mates on promotional/marketing and educational materials
 - Internal team collaboration and management of event details and responsibilities as assigned to team members
 - Proactively handle challenges/troubleshoot challenges leading up to and on the event day.

EQUIPMENT USED: Personal vehicle, cell phone, copy machine, fax, computer

QUALIFICATIONS:

Education and Experience: Five plus years' experience supporting an executive at the VP level with a stable work history. College degree desired. Experience working with donors, clients and boards of directors helpful. Event coordination/planning experience desired. Nonprofit experience highly desirable.

Skill Requirements: Excellent PC skills including proficiency with Word, Excel, PowerPoint, and Outlook. Proven writing ability. Ability to develop strong and productive working relationships with others. Impeccable business etiquette in every situation. Effective verbal and listening communication skills. Types with speed and precision to compose, edit and proofread documents using correct grammar, spelling and punctuation.



Builds relationships that motivate, guide, and/or reinforce the performance of others toward goal accomplishments. Ability to work well under pressure with frequent interruptions. Learn and train others on the use of company-related and/or department-specific equipment, procedures, policies and assets by presenting information in a logical manner to ensure transfer of knowledge and skills.

Solutions-driven mentality with creative problem-solving abilities. Follow through on assignments and projects, with frequent status updates. Strong organizational and quality management skills with ability to handle multiple, competing tasks and priorities. Ability to cope with rapidly changing information in a fast-paced environment. Proven ability to properly communicate with church leaders (in person and via phone). Ability to manage multiple concurrent activities, all with fluctuating deadlines, by working with other departments. Ability to effectively represent FaithBridge Foster Care values and principles in actions. Willingness to take initiative to identify and fix problems.

THE DIFFERENCE MAKERS:

- You have great attention to detail and follow-through.
- You have a true sense of ownership and are passionate about results.
- You are a skilled communicator and are inspired by the FaithBridge mission. It's all about the children.
- You have a great sense of humor -- even when meeting tough deadlines.
- You are self-motivated, enthusiastic and a lifelong learner.
- You are experienced in completing research for projects as they arise.

Physical Requirements: Hearing and speaking ability which allows for effective oral communication of information. Ability to physically transport self to various locations. Physical and emotional stamina to effectively handle job-related issues and stress.



Competencies:

1. Act with Integrity
2. Adaptability
3. Analyze and Solve Problems
4. Build Relationships
5. Self-Starter, Works with Drive and Commitment
6. Focus on Customer Needs
7. Foster Teamwork
8. Influence and Negotiate
9. Detail Oriented and Follows Up Effectively
10. Make Sound Decisions
11. Prepare Written Communication
12. Good at Public Speaking

Compensation: We provide a competitive salary with a comprehensive benefits package along with an amazing culture as part of the FaithBridge experience.