



**Position Title:** *Administrative Assistant*  
**Accountable to:** *President / CEO*

Please email resume for consideration to [erika@corazonsa.org](mailto:erika@corazonsa.org)

**General Description:** This position will be responsible for coordination of office, schedules, and general environment of Corazon Ministries ensuring that all guests are well cared for and office environment is appropriate for maximum performance of staff onsite and at offsite locations.

**Essential Functions:**

- Provides administrative support to ensure efficient office operations.
- Maintains physical and digital filing systems.
- Answers phone calls and directs callers to appropriate personnel, schedules appointments, signs for incoming packages, and assists clients and other visitors.
- Responds to emails and other digital queries and correspondence.
- Manages calendars for senior staff, including making travel arrangements.
- Drafts and edits letters, reports, and other documents.
- Inputs and updates information in databases and spreadsheets.
- Prepares meeting agendas and takes meeting minutes.
- Coordinates logistics for meetings, including room setup and catering.
- Uses word processing and presentation software to create and edit documents.
- Operates and maintains office equipment, including printers, copiers, and fax machines in coordination with TPC staff / IT.
- Works with maintenance staff and outside vendors to ensure office equipment is in good working order and office supplies are always on hand.
- Researches as requested and compiles and summarizes information for reports or presentations.
- Works closely with other staff and supports other colleagues as needed.
- Works with sensitive information with discretion to maintain confidentiality and security and ensure compliance with privacy policies and regulations.
- Ensures that deadlines are met and adapts to changing priorities.
- Presents a positive and professional image for the organization.
- Other duties as assigned by President / CEO and Executive Team.

**Qualifications:**

- Orientation to detail, accuracy, and meeting of deadlines.
- At least three years' experience working as admin / executive assistant / office manager in non profit or corporate environment.

- Ability to work cooperatively under pressure with a broad range of people.
- Experience with MS Office, preferably having intermediate skills with other Microsoft Suite Programs.
- Absolute integrity, honesty, and ability to maintain confidentiality when required. Background check will be required for this position. Certain backgrounds will not be excluded.
- Ability to manage time effectively and to work independently.
- Ability to be politely, firm and decisive.
- Ability to understand and follow instructions on complex matters.
- Ability to communicate tactfully with other staff members and the public.

**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 constantly required to stand, sit, talk, hear, keyboard, and utilize fine manipulation and near visual acuity. The employee is occasionally required to walk, utilize gross manipulation, push, pull, reach, and stoop. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment**

This job is performed in an indoor office environment and occasionally may require attendance at outdoor events. You may be required to drive to different locations with varying conditions. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

My signature on this document indicates my understanding and acceptance of these job responsibilities. I further understand that my performance of these duties will be utilized as a basis for my annual performance review.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signed Name

\_\_\_\_\_  
Date