

**MISSION STATEMENT:** *Holland Rescue Mission exists to glorify God by proclaiming and demonstrating His love through Christ-centered programs of excellence for the homeless and less fortunate.*

## **Holland Rescue Mission Job Description**

**POSITION:** Administrative/Communications Assistant

**DEPARTMENT:** Development

**RESPONSIBLE TO:** Executive Administrative Coordinator

**LEVEL:** 5

**SUMMARY:** To assist in fulfilling the purpose/mission of HRM by working with the Executive Administrative Coordinator to ensure effective public communication and donor relations.

### **RESPONSIBILITIES:**

#### **Administrative:**

1. Greet all guests with a welcoming demeanor, handling their requests promptly and professionally.
2. Sign all guests in and hand out the appropriate name tag.
3. Answer telephone and direct calls to appropriate parties.
4. Pick up and coordinate the distribution of mail to appropriate staff members.
5. Assist staff with administrative tasks, such as, but not limited to: filing, setting up appointments, reviewing print communications, copying and assembling documents, preparing bulk mailings, etc.
6. Order office and break room supplies.
7. Assist staff with special projects related to fundraising and donor relations.
8. Maintain cleanliness and professional atmosphere of reception and workroom areas.
9. In case of an emergency, assist point person in protocol.

#### **Communication & Events:**

1. Manage all social media posts.
2. Manage, design and edit ministry website with the assistance of the Graphic Designer.
3. Coordinate correspondence to donor prayer partners monthly.
4. Coordinate with the Graphic Designer to deploy all monthly email blasts.
5. Maintain good relationships with media outlets by contacting and setting up interviews.
6. Work closely with the Executive Administrative Coordinator to implement planned giving communications.
7. Assist with all event communications, planning/strategy and execution.
8. Responsible to help uphold and maintain the brand of Holland Rescue Mission visually and publicly.
9. Assist the Development team with the following events:
  - a. Garden Auction
  - b. Golf Event
  - c. Program Commencements

- d. Other Donor Related Events
10. Assist the Volunteer Coordinator with the Volunteer Appreciation and the Great Thanksgiving Banquets.
  11. Write newsletter articles quarterly and schedule interviews annually for contracted writer.

**Other:**

1. Welcome, oversee and nurture the investment of volunteers at the Holland Rescue Mission, particularly those working in department(s) relating to this position.
2. Work to protect the reputation of the ministry in all events.
3. Attend Mission sponsored meetings and events, including religious activities, as designated by supervisor.
4. Fulfill all aspects of position job description according to the biblical principles and philosophy of ministry as defined by the Holland Rescue Mission Statement of Faith, Principles of Influence/Qualifications for Employment, Vision Statement, Mission Statement and Core Values.
5. Perform other duties as assigned.

**QUALIFICATIONS:**

**Personal:**

- Must provide a clear biblical testimony of a personal experience of receiving by faith the Lord Jesus Christ as Savior and give evidence of His presence in daily living (Romans 6:13, Eph. 4:20-32, Phil 1:7-11, 3:7-10).
- Actively seek the unity of believers.
- Be a mature Christian and a member in good standing of an evangelical church.

**Education and Experience:**

- High school diploma.
- Experience working with the public in a service-oriented position, preferred.
- Experience in Rescue Mission work preferred.
- Knowledge of what God is doing through the ministry of Rescue Missions.

**Skills and Abilities:**

- Demonstrated ability to follow office procedures and use public relations skills.
- Demonstrated computer skills (Word, Excel, Outlook required; data base preferred).
- Demonstrated ability to multi-task with people and projects.
- Ability to learn new software programs.
- Demonstrated ability to communicate with and interact appropriately with executive level individuals in the community.

**Physical:**

- Sitting or standing for long periods of time to perform job functions
- Manipulate, handle, feel and control items or equipment
- Communicate effectively with clients and coworkers
- Be able to read, write and interpret written documents
- Occasionally lift and move objects weighing up to 35 pounds

**2 Timothy 3:16 - 17** *“All Scripture is breathed out by God and profitable for teaching, for reproof, for correction and for training in righteousness, that the man of God may be competent, equipped for every good work.” (ESV)*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_