



Job Description

Title: Administrative Assistant, Church Engagement/Response

Qualifications: Must possess a vibrant personal relationship with Jesus Christ and agree with the Joni and Friends statement of faith. Adept at working both independently and in a team environment, committed to professionalism and respect in interactions with co-workers and people served by the ministry. Ability to multi-task and prioritize. The right candidate would have strong writing and typing skills, detail orientation, flexibility, and researching skills. Strong working knowledge of Microsoft Office and the Internet is required and a background in disability related issues is helpful.

Status: Part-time, non-exempt (20 hours/week)

Reports to: Manager, Response

Salary Range: Commensurate with experience

Duties: Under the supervision of the Manager of the Response Department, support the strategic objectives of Joni and Friends. Responsibilities include but are not limited to:

- Provide administrative support for Director and Manager.
- Manage and order office supplies as needed.
- Assist in entering correspondence into Salesforce, including Founder's Office correspondence.
- Maintain files of white mail and Joni's correspondence.
- Manage and distribute gifts sent to the ministry.
- Produce monthly statistics reports.
- Copy and distribute original correspondence as needed.
- Collect prayer requests and distribute to Prayer Warriors on a monthly basis.
- Assist with screening incoming white mail.
- Assist in processing and sending email and white mail responses.
- Assist in updating Resource Lists.
- Maintain strict confidentiality standards.
- Other projects and assignments as needed to support the overall strategic objectives of Joni and

Friends and the Response Department.

Ministry Life:

As a ministry, Joni and Friends strives to exemplify Jesus Christ and bring Glory to God in all we say and do. To that end, employment at Joni and Friends is to be taken seriously as one who is not simply considering employment but committing to the core mission of the organization to fulfill the biblical mandate of inclusion of those with disabilities into the full-life of the church. All employees of Joni and Friends participate in its ministry wide prayer life, leadership training and other general staff training that may take place from time to time.

Below outlines the vision, mission, values and pillars of Joni and Friends:

VISION: *“To accelerate Christian ministry in the disability community.”*

MISSION: *“To communicate the Gospel and equip Christ-churches worldwide to evangelize and disciple people affected by disabilities.”*

VALUES:

1. Honor God in everything we do.
2. Build relationships based on trust and respect.
3. Maintain integrity and excellence in programs and services.
4. Practice responsible stewardship

FOUR PILLARS OF MINISTRY:

1. Lead Like Jesus*
2. Integration
3. Excellence in area of expertise
4. Best Christian Workplace

Please submit a resume with cover letter to
employment@joniandfriends.org.

In your cover letter, please include how you learned of this job posting.

No phone calls, please.