

Administrative Assistant / Receptionist
Job Description
Parker Street Ministries, Inc. (PSM)

POSITION TITLE: Administrative Assistant / Receptionist

REPORTS TO: Director of Finance & Business Operations

Purpose of Position:

Parker Street Ministries is a 501(c)3 nonprofit organization committed to Gospel-centered community development beginning in Lakeland, Florida's Parker Street neighborhood through four goal areas of Lifetime Learning, Desirable Neighborhood, Financial Fitness, and Healthy Community. The purpose of the position of Administrative Assistant is to serve as receptionist and to assist in day-to-day operations as assigned.

Time Required: Part-time, hourly position. Pay rate offered within a range of \$10-\$12 per hour.

Job Responsibilities:

1. Learn and align with PSM's core message, values, and annual action plan, allowing these essentials to inform all communications activities
2. Submit to PSM's methods, processes, and tools for accomplishing business operations and mission
3. Work with awareness of entire team and need for your role to work well within it
4. Receptionist duties on phone and with door
5. Friendly gate-keeper for PSM staff
6. Typing, copying, and scanning
7. Maintenance of resource book for inquiries
8. Technical oversight of phones and copiers
9. Mentor volunteers/interns in office skills
10. Assist in daily upkeep of office building and kitchen so it is always presentable to visitors
11. Projects as individual skill-sets allow (such as Social Media content, printed materials, donor database maintenance, file/photo management, and mail merges)

Job Requirements:

1. Age
 - Over 18
2. Level of Education
 - Two years of college preferred
3. Work Experience
 - Minimum of one year related experience preferred
4. Personal Gifts and Skills
 - A profession of faith in Jesus Christ that is demonstrated through Christian growth, church membership, and relationships
 - An ability to communicate well verbally and in writing
 - Proficient in Microsoft Word, Excel, Power Point, and typing
 - An ability to cooperate with fellow employees
 - Ability to adapt to new situations
 - Compassion toward neighborhood residents
 - Organization, time management, and office skills

- Understand position's support of the mission and be able to articulate how the Gospel is active in this particular position
- Ability to hold in confidence information gained in the performance of duties and overheard in the office environment

Working Conditions:

1. The Administrative Assistant hours are 12pm-4pm or 1pm-5pm school days during the school year; 8:30am-3:30pm during summer program
2. Additional hours will be required during high service times, especially in December and around events

Performance Criteria:

The Director of Finance and Business Operations will complete both formal and informal reviews.

Vacation/Benefits:

Health Insurance for full-time employees alone is provided and paid for by Parker Street Ministries.

Additional:

- Parker Street Ministries offers equal employment opportunities to all employees and all who apply for employment. There will be no regard to race, color, sex, national origin, age, disability or genetics in any decisions concerning conditions of employment. Parker Street Ministries complies with applicable state and local laws concerning discrimination in the workplace.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- Individuals who cannot perform some of the requirement because they pose health or safety risks to themselves or other employees may be excluded from this position.
- This is a drug free workplace and all staff are subject to drug testing.
- Successful applicants must also pass background checks.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Next Steps:

Please contact Business Operations & Finance Director Hannah Ferguson at admin@psmlakeland.org for an application.