



JOB DESCRIPTION

- Title:** Administrative Secretary
- Qualifications:** Vibrant relationship with Jesus Christ and affirmation of Joni and Friends' mission and statement of faith. Desire to serve in a growing and dynamic Christian ministry. Must be reliable, cooperative and demonstrate enthusiasm and initiative. Must work well in a team environment, and exercise professionalism in interactions with co-workers and people served by the ministry. Ability to multitask is preferable. At least two years of previous experience as a high-level executive secretary/executive assistant. Ability to type at least 65 words per minute with excellent accuracy, and have a high level of computer competency as well as familiarity with other general office equipment. High proficiency in Microsoft Word, Office 365 and Outlook is required. Helpful to have creative writing skills.
- Status:** Full-time, exempt
- Reports To:** Senior Level Executive
- Salary:** Commensurate with experience

Duties: Specific responsibilities include but are not limited to:

1. Accurately type spoken words for a variety of correspondence, including letters, notecards, emails, Radio programs, blog posts, and articles. A typing speed of 65 words per minute with a high level of accuracy is essential.
2. Utilize outline features in Word 2016 to assist in writing messages. Knowledge of Office 365 is a plus.
3. Excellent skills at proofreading, letter formatting, correct spelling, proper use of grammar and sentence structure.
4. Organize various paper and electronic files. Utilize database software for record keeping.
5. Work closely with our Communications/Radio Department, assisting with various administrative tasks.

6. Other special projects as needed and assigned to support the needs of the department and the overall ministry of Joni and Friends.

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

** Lead Like Jesus is a course of study provided to all employees and is based on the book written by Ken Blanchard and Phil Hodges of the same name. The Lead Like Jesus course is the model which governs our ministry culture and contributes significantly to Joni and Friends maintaining its certification as a "Best Christian Workplace" according to surveys by the Best Christian Workplace Institute (BCWI).*

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