



KNOX AREA RESCUE MINISTRIES

*Restoring Lives In Jesus' Name*

### **Staff Ministry Position Description**

Position Title: Administrative Assistant-People Services  
Department: People Services  
Reports To: VP-Ministry Support Services  
Direct Reports: N/A  
Status: Full time (40 hr/wk); nonexempt

#### **Summary:**

The Administrative Assistant provides superior day-to-day, ongoing, and project-related support for the People Services team (human resources, training, volunteer services, organization development). He/she utilizes above-average computer and organizational skills to ensure up-to-date, accurate records and tracking, reporting, scheduling and arrangements. Communicates in an effective and professional manner with people at all levels, both internally and externally.

#### **Duties:**

- Assists the VP-Ministry Support Services in all activities relating to the daily operations of the People Services department
- Coordinates day-to-day aspects of staffing, personnel records, and internal events and activities
- Accurately schedules interviews and meetings and maintains and disseminates daily/weekly/monthly calendars for department
- Communicates effectively with VP, team members, volunteers, guests, and other staff members
- Maintains confidentiality of all personal and confidential employee data in accordance with established procedures
- Coordinates key departmental processes and projects
- Appropriately represents KARM to employees, volunteers, Board Members, donors, visitors, vendors, and the general public
- Produces accurate reports, correspondence and other documents
- Orders supplies and maintains accurate records for department
- Performs other duties as required

#### **Requirements:**

- Commitment to Christian faith required; spiritually mature
- Commitment to KARM's mission and agreement with our statement of faith and guiding values
- Bachelor's degree or equivalent work experience in related field
- Minimum 5 years' significant working experience; experience working in a human resources function highly desirable
- Demonstrated ability to handle confidential information according to established procedures
- Sound verbal and written communication skills
- Demonstrated organizational skills and sound interpersonal skills
- Self-starter, as well as an initiator; able to work with little direct supervision

- Ability to manage several projects simultaneously and to succeed under pressure; prioritizes and plans work activities; uses time efficiently
- Ability to work collaboratively in a team environment and function as a positive team member
- Ability to think ahead and effectively adapt to change; unflappable
- Resourcefulness
- Demonstrated competency in meeting deadlines and accomplishing departmental objectives
- Demonstrated efficiency and accuracy in general office skills and organization of details, including telephone skills and scheduling
- Must be outgoing, high-energy and able to multi-task
- Expert-level computer skills, with experience in MSOffice; HRIS experience a plus

**Working Conditions:**

- Office setting on KARM property
- Frequent local travel to various KARM facilities and other locations
- Required attendance at major KARM events or functions