

# CHRISTIANBRIGADES

## Position Description

### Administrative Assistant

<b>Position Title:</b> Administrative Assistant		<b>Location:</b> CB Office - Costa Mesa, Ca.
<b>Length of Performance:</b> 2 year commitment		<b>Time Commitment:</b> 15hrs/week
<b>Mission &amp; Values</b>	<ul style="list-style-type: none"><li>• Christian Brigades is an interfaith organization providing sustainable healthcare development and educational structure to rural communities around the world.</li><li>• Hope, Reach, Empower</li></ul>	
<b>Role Purpose</b>	<ul style="list-style-type: none"><li>• Ensure that CB program data and administrative files are entered, up to date and organized. Assist Development Director with administrative duties.</li></ul>	
<b>Key Responsibilities</b>	<p>Administrative:</p> <ul style="list-style-type: none"><li>• Responsible for providing administrative services in order to ensure effective and efficient operations</li><li>• Take minutes at meetings</li><li>• Prepare documents and reports before meetings</li><li>• Maintain confidential records and files</li><li>• Assist with registrations, preparation of packets, badges and delegate materials</li></ul> <p>Printables:</p> <ul style="list-style-type: none"><li>• Order CB Merchandise</li><li>• Assemble Welcome Kits</li><li>• Manage Merch Inventory, Order new items when needed</li><li>• Make Trip T-shirt packets w/trip packing list and ship out</li></ul> <p>Life Membership:</p> <ul style="list-style-type: none"><li>• Update Life-Member database</li><li>• Purchase Gifts, Gift Cards</li><li>• Make and Mail Birthday, Anniversary, Get Well Soon Cards, etc.</li><li>• Keep a Log of all shipments, cards, gifts sent out with name, sent address and date sent; save tracking numbers</li><li>• Assist with Volunteer Recruitment and Promotion</li><li>• Creative Team- brainstorm with team and provide ideas for improved marketing imaging and CB merchandise</li></ul> <p>Business Partnerships:</p> <ul style="list-style-type: none"><li>• Contact local pharmacies, organizations &amp; foundations for medicine donations (Kingsway, MedShare, Johnson &amp; Johnson MAP, Direct Relief International, Blessings International, Worm Project)</li><li>• Assist with making purchases and picking up orders from merchants and donors</li></ul>	
<b>Relationships</b>	<ul style="list-style-type: none"><li>• CB Development Director</li><li>• Volunteer Relations Coordinator</li><li>• Donor Relations</li><li>• Volunteers</li><li>• Business Partners</li></ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• CA Driver’s License, must have reliable transportation &amp; laptop &amp; access to wifi</li><li>• Experience working with people from diverse backgrounds &amp; ages</li><li>• BS/BA, Certification or working towards a degree in any of the following: Business Management, Public Health, Nonprofit Admin, Accounting.</li><li>• Organized, neat &amp; detail oriented</li><li>• Fluent interpersonal skills with a variety of constituents</li><li>• Strong verbal &amp; public speaking skills</li><li>• Strong written communication ability, especially professional emails</li><li>• Excellent computer skills, including database management/researching</li></ul>	

# CHRISTIANBRIGADES

<b>Training</b>	<ul style="list-style-type: none"><li>• CB Programs, CB Database, Creating Database, Grant Writing, Nonprofit Management, Volunteer Management Certificate</li></ul>
<b>Reports to</b>	<ul style="list-style-type: none"><li>• CB Development Director</li></ul>
<b>Development Opportunities</b>	<ul style="list-style-type: none"><li>• Chance to improve/gain knowledge: public speaking, computer programing, nonprofit management, interpersonal relations, leadership empowerment, volunteer engagement, accounting, contract law.</li></ul>
<b>Compensation</b>	<ul style="list-style-type: none"><li>• \$1,500 stipend towards any CB Trip</li></ul>

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date