

Administrative Assistant

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| FLSA | Exempt |
| Employment | Full-time |
| Manages | n/a |
| Reports To | Director of Operations, Kerry Housley |
| Schedule | M-F, 8:30am-5:30pm Eastern Time |
| Location | Central Florida or Remote |

Job Summary

Reliant Central is hiring an organized and highly skilled remote Administrative Assistant to help with support for multiple distributed Directors within the Central team. This full-time role will be responsible for a broad range of administrative and generalist duties to assist in the day-to-day work of several Central directors. This role will assist in communications, reporting, regular scheduling, tracking and reporting data, and special projects as needed. It will also help the Office Coordinator in administrative duties pertaining to general Central Office responsibilities - organizing and scheduling events, applicant interviews and onboarding, answering calls on Reliant phone lines, etc.

The ideal candidate would be a Christian who is detailed-oriented and able to understand the big picture, is skilled at working with many projects and processes, and can effectively manage their time, calendar, and many tasks in a process-driven environment. It is important to note that Reliant Central functions within a matrix model, and collaboration is a core element of our organization's success and growth. We believe Reliant is stronger and more able to grow when we run & operate with excellence throughout our operations. In light of this, we function with repeatable, scalable, and transferable processes. We focus on maintaining a culture of innovation and solution-oriented thinking to serve each other internally and our partners, missionaries, and donors.

Responsibilities & Duties

Administrative Support for Director of Operations and other Directors

- Assist in all communications - writing and editing emails, reviewing Solomon pages, answering phones or messages, meeting proxy, etc.
- Organize meetings, including scheduling, prioritization, reminders, agendas, and catering when necessary
- Complete accurate and detailed expense reporting, monthly credit card allocations, regular reimbursement forms, and annual budget compilation
- Manage travel arrangements as needed - flights, lodging, schedules

- Manage occasional and quarterly reporting of missionary and organizational data, tracking key metrics
- Work alongside leaders to organize and manage small director-level special projects
- Administrative Support for various distributed Central Directors, as needed

Administrative Assistance and Backup for other Central Duties

- Ongoing Central hiring and onboarding processes - facilitating, scheduling, setup, etc.
- Coordination of regular and unique Central Events - staff meetings, monthly events, annual Christmas Party, Retreats, All-Hands Meetings, etc.
- Contribution to the general phone line team for answering calls and back up to the Donor Services phone line as needed
- Cross-Training of minor Office Coordinator duties as necessary
- Attend Staff Meetings, team meetings, check-ins, and Central events regularly, with flexibility

Knowledge, Skills & Abilities

- A profession of faith in Jesus Christ
- Agrees with Reliant's Statement of Faith, Core Values, and Code of Conduct
- Excellent high-level administrative skillset
- High computer and technological literacy in Google, Microsoft Office applications, and other online tools
- Strong written and verbal communication skills
- Basic understanding of clerical procedures and systems
- Ability to professionally and appropriately handle sensitive and confidential information
- Ability to work well with others and be an effective collaborator with excellent interpersonal skills
- Strong attention to detail and accuracy, excellent organizational skills
- Efficient problem solver with good time management and critical thinking skills

Reporting Relationships

- Reports to the Director of Operations
- Works directly with other distributed Central Directors
- Collaborates heavily with the Executive Assistant to the CEO and the Office Coordinator

All Reliant Central Employees must

1. Have a profession of faith in Jesus Christ.
2. Affirm Reliant's Statement of Faith, Core Values, and Central Leadership Principles.
3. Agree with Reliant's Code of Conduct.

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.