

## **Job Opportunity: Blessed Family Ministry Administrative Assistant**

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**Job Title:** Administrative Assistant

**Job Location:** HSA-UWC HQ, New York City

**Job Type:** Part Time

### **Job Description:**

**Job Title:** Administrative Assistant

**FLSA Status:** Non-Exempt

**Department:** Blessing and Family Ministry

**Reports To:** BFM Director

**Job Status:** Part Time

**Hours per week:** 24-30

**Work Schedule:** Tuesday, Wednesday, Friday, 9am – 5pm  
Occasional weekends for programs.

### **POSITION SUMMARY**

The Administrative Assistant performs a range of administrative and office support service to facilitate the efficient operation of the Blessing and Family Ministry, and support a wide-range of projects and programs of the BFM.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Answer phone calls and reply to email requests for information and resources from the BFM.
- Data entry and record keeping.
- Recommend and monitor budgets for BFM programs and services.
- Liaison between BFM and HSA Finance Office regarding honorariums, program registration fees, petty cash, reimbursements, check requests, invoices, etc.
- Research locations, book event space, negotiate contracts, as well as secure food and beverage, transportation, and supplies for each BFM program.
- Coordinate online and in person registration for each BFM program.
- Clerical: Print, Mailing, and Photocopying.
- Ensure adequate inventory of BFM office supplies and products.
- Create, update and maintain candidate profiles for display at Family Matching Convocations.

### **ROLE QUALIFICATIONS:**

- Bachelor's degree
- Cares and is committed to the work of the BFM
- Married for at least 1 year; understands the doctrine, guidelines and policies of the Blessing within Unificationist Teaching
- Knowledge of clerical and administrative procedures and systems
- Knowledge of principles and practices of basic office management

### **ESSENTIAL QUALIFICATIONS AND SKILLS:**

- Excellent communication skills - written and verbal
- Experience handling personal and sensitive information
- Skilled with Microsoft Word and Excel
- Problem assessment and problem solving
- Ability to manage multiple projects and work assignments simultaneously and discern work priorities
- Flexibility and adaptability
- Experience with preparing budgets for programs and projects
- Ability to anticipate project and event needs and take initiative
- Great attention to detail
- Team Player

### **VALUED, BUT NOT REQUIRED SKILLS:**

- Experience managing a department's or organization's finances
- Skilled with Wordpress and Gravity Forms
- Experience using Google Drive

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those that must be met to successfully perform the essential functions of this job.

- *Physical demands:* While performing duties of this job, employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects or controls; reach with hands or arms; talk and hear.
- *Work environment:* The noise level in the work environment is usually moderate.