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## **COMMUNITY MINISTRIES – ADMINISTRATIVE ASSISTANT**

### **Position Assignment**

**Title:** Community Ministries – Administrative Assistant  
**Organizational Unit:** Community Ministries  
**Recruited by:** Director of Community Ministries  
**Approved by:** Vice President Community Ministries

### **Working Relationships**

**Reports to:** Director of Community Ministries  
**Staff Team:** Director of Community Ministries, Site Coordinators, and all STCH Ministries staff

### **Basic Functions**

The Community Ministries – Administrative Assistant plays a front-line role in the Community Ministries programs of South Texas Children’s Home Ministries (STCH Ministries) by providing support services to appropriate personnel, programs, and clients to enhance the overall program. This position acts as receptionist for the office, schedules client appointments, and processes all correspondence.

### **Basic Responsibilities**

1. To meet and maintain STCH Ministries programs’ standards and goals, as outlined by the Director of Community Ministries.
2. To schedule client appointments including reminder calls, follow-up appointments, and rescheduling missed appointments.
3. To be attentive to detail and timely in regards to office management.
4. To perform duties, including but not limited to, correspondence, copying, emailing, filing, tracking all receipts, and reporting.
5. To coordinate and prepare supplies, sign-up sheets, track assignments, and provide data needed for equipping classes.
6. To track program activities, maintain database, and submit reports as requested.
7. To set up and coordinate meetings and conferences, including preparing agendas, any necessary arrangements, and welcoming strategies.
8. To assist participants in developing and achieving individualized short and long-term goals.
9. To network and maintain working relationships with other businesses, agencies, and ministries

## Position Description

### STCH Ministries

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that may assist families within STCH Ministries' Community Ministries care.

10. To collaborate with other STCH Ministries programs to enhance program impact.
11. To perform all other duties as assigned.

I, the employee, have read, understand, and agree with the position description for Community Ministries – Administrative Assistant.

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Employee Signature

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Date

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Employee Supervisor Signature

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Date