

ADMINISTRATIVE SUPPORT MANAGER

ADDI'S FAITH FOUNDATION

POSITION TITLE: Administrative Support Manager

REPORTS TO: Associate Director

DATE OF LAST REVISION: July 2022

SUMMARY

This 15-20 hour per month, contract position, with room for advancement, is responsible for helping with the administrative responsibilities of [Addi's Faith Foundation](#). This includes providing support to the Directors and staff in AFF's daily operations and programs. The Administrative Support Manager will work collaboratively to support the mission of Addi's Faith Foundation and represent its values when interacting with donors, volunteers, and members of the community. Applicant must reside in the Houston area.

ESSENTIAL FUNCTIONS

- Participates in monthly staff meetings held in Kingwood, TX.
- Works closely with Executive and Associate Directors and receives direction from them as needs arise. Candidate has a strong work ethic and can handle multiple projects and tasks effectively and professionally.
- Oversees all aspects of AFF's volunteer program, including, but not limited to, recruiting, training, and job placement.
- Contributes to the visibility of the organization by representing AFF at third party events. Occasionally events will be held on a weekend and attendance will be required.
- Creates and distributes paperwork such as: thank you notes, newsletters, press releases, etc.
- Assists with AFF communications via email, phone calls, bulk mailings, etc.
- Assists Associate Director with the Sunshine Circle Program by updating member records, maintaining enrollment, and providing consistent communication with members.

OTHER RESPONSIBILITIES

- Assists in the accomplishment of Addi's Faith Foundation goals.
- Supports AFF Team.
- Special projects and tasks as assigned by Associate Director.
- Displays a positive image and represents Addi's Faith Foundation in a favorable fashion.
- Protects confidential information such as donor information, family assistance financials, and all related private data.

REQUIREMENTS

- **EDUCATION**
 - High School Diploma or equivalent is required. An associate's degree is preferred.
 - Three to five years of experience in related field are required.

○ **KNOWLEDGE / SKILLS**

- High attention to detail and accuracy. Strong organizational skills.
- Polite and professional customer service skills, including communicating tactfully and effectively, verbally and in writing.
- Familiar with virtual filing systems and record keeping procedures.
- Basic knowledge of general business principles, practices, and procedures.
- Computer savvy; proficient in Microsoft Office products, including Word, Excel, PowerPoint, and Outlook.
- Ability to prepare and organize clear, concise, thorough and grammatically correct written reports, letters and memoranda.

○ **PHYSICAL REQUIREMENTS**

- Must reside in the greater Houston area in order to attend meetings and events
- Performs light work: exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbent will follow any other instructions, and perform any other related duties, as may be required by the supervisor.

ACKNOWLEDGED: Employee

Date

EMPLOYEE: Printed name