



Administration Office

Office Assistant

Job Description

Organization

The Great Falls Rescue Mission (GFRM) is a Christian, non-profit organization that has been serving the homeless in North Central Montana through emergency services and long-term recovery programs since 1963. GFRM partners with a large number of volunteers and local churches to meet the spiritual needs of the people we serve. The Great Falls Rescue Mission provides a complete continuum of care specifically tailored to the needs of homeless people offering shelter, intervention, substance abuse recovery, and life skills development.

Summary

The Office Assistant is a source of both clerical and administrative support to the Executive, Operations & Development Directors and the Great Falls Rescue Mission staff as it fulfills its purpose of reaching hurting people for the Lord Jesus Christ. This is a full-time position, Monday - Friday, 8:00am - 5:00pm, reporting to the GFRM Development Director. The Mission will provide basic training in the donor file system, general Rescue Mission operation orientation as needed, and other training as needed and available. This position includes benefits.

Essential Duties & Responsibilities

- Answer phones in a professional manner and transfer or direct to appropriate departments/shelter and staff.
- Greet donors, volunteers and residents in a professional manner and direct inquiries to the appropriate shelter/location.
- Provide clerical and administrative support to the Executive Director and Board President.
- Prepare & format thank you letters/receipts in a Word document to be printed and signed by the Executive Director & Development Director.
- Prepare thank you letters/receipts to be mailed once signed by the Executive Director & Development Director.
- Works directly with Development Director and with the Executive & Operations Directors per certain duties.
- Communicates and coordinates with GFRM Board on a monthly basis.
- Serve with a Christ-like character at all times, demonstrating the Fruit of the Spirit in all interactions with clients and guests ("love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control" Gal. 5:22-23).
- Accurately complete job assignments, agency forms, and written documents within assigned deadlines.
- Conduct self in a safe manner and help maintain a safe working environment at all times.

Other Duties & Responsibilities

- Data entry of donor information.
- Assist in scheduling & supervision of volunteers in Administration Office.
- Organize Administration Office weekly cleaning assignments; including keeping the reception area and entry way clean and organized on a daily basis. Load paper in printer daily. Keep track of stock of paper, letterhead, envelopes, thank you cards, etc. and order accordingly ahead of time.
- Organize annual GFRM events: Picnic & Christmas Party.
- Assist with coordination of Board Meetings, New Employee Orientation and other trainings held in the GFRM Administration Board Room.
- Other duties as assigned by GFRM Executive, Operations & Development Directors.

Qualifications

- A solid Bible-based evangelical Christian faith, compatible with GFRM's Statement of Faith.
- Must have theology compatible with GFRM's core values.
- Have a love for hurting people.
- Ability to communicate well with donors, clients, fellow employees and the general public.
- Ability to maintain confidentiality.
- Develop a trust relationship with donors, clients and fellow employees.

Skills

- Ability to effectively multi-task, have good communication skills, and strong listening skills.
- Must have basic data processing skills, word processing, and desk top publishing skills.
- Excellent people skills, with proven ability to encourage and motivate others.
- Teachable spirit and willingness to submit to leadership.
- Self-motivated, exhibiting responsibility, maturity, integrity, and dependability.
- Committed to team participation. Must be effective in working with staff within the facility.
- Must be a self- initiator who can work under deadlines.

Physical Demands

- This position requires extended times of work in an office environment, in meetings and working at a desk and computer.
- In cooperation with other ministry activities, lifting of up to 50 pounds may be required.

Software & Equipment

- Must be familiar with Windows, Microsoft Word and Excel.
- Must be familiar with basic office equipment, such as computers, copiers, printers and postage machine.

Applications can be picked up and are accepted with your resume at:

Great Falls Rescue Mission
Administration Office
408 2nd Avenue South, East Entrance
Monday – Friday
8:30 am – 5:00pm
(406) 761-2653
carrie.matter@gfrescuemission.org

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