



TEEN FLOW POSITION DESCRIPTION

Board of Directors: **Job Title:** Administrative Assistant

Jay Marquez
President **Reports To:** Executive Director

Chas Perry
Vice President

Ashley Grimes
Treasurer

Claudia Loucks
Secretary

David Grosse

Ken Hankins Jr.

Rodger Horton

Shauna Madden

Gary Gray

Alexandra Lozoya

Edwin Sanchez

Orlando Rule

Basic Function: The Administrative Assistant is responsible for maintaining and updating all administration and financial responsibility. He/she is responsible for office administration duties and assisting Executive Director in updating on daily or weekly operations and specifically on important issues for Teen FLOW.

Qualifications: The ideal candidate will have the following: A minimum of an Associates degree in accounting, business or related field; but preferred Bachelors degree; 2-3 years of experience in Quickbooks, budget and administration duties; ability to work independently with minimum supervision, take initiative, handle emergency situations in a professional, efficient manner. Possess a valid unencumbered driver's license, a personal vehicle, and able to travel for Teen FLOW as well as the ability to pass a criminal background check.

Schedule: The expected work hours are Monday through Friday, 8:30 AM-5:30 PM. Due to the nature of the work, your schedule may vary based on the number of hours needed to meet job responsibilities.

Supervision Received: General supervision is provided by Executive Director.

Physical Requirements: Physical strength/endurance to enable him/her to perform/participate in the following activities:

- Physically able to lift various materials up to 50 pounds on an occasional basis.
- While performing required job tasks, physically able to bend, crouch, and reach continuously.
- While performing required job tasks, physically able to remain seated, frequently to continuously.
- While performing required job tasks, physically able to remain standing up to 30% of the time.
- Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

General Responsibilities:

- Administration:
 - Ensure all deposits and records for all Organizations
 - Maintain and update all quickbooks
 - Maintain an update all bank statements

Mission Statement

“Today’s youth are seeking secure and peaceful lives of hope. Teen F.L.O.W. reaches out to the youth with the Gospel of Jesus Christ, equipping them for Godly and productive lives.”

- Bank statement and reconciliation Reports
 - Credit Card Statement and reconciliation Report
- Run Financials (monthly)
 - P&L
 - Balance Sheet
 - Budget vs Actual
- Send letters of acknowledgment to donors of any received checks over \$250.00
- Send year end letters to all donors of total gifts and amounts
- Maintain and update all Staff records
 - W-2 Forms
 - 1099 forms (if applicable)
 - W-4 Forms
 - New Applications
- Finances:
 - Maintain and update all records, continued fundraising
 - Monitor yearly budgets and ensure ministry programming is not hindered for lack of
- Office Administrator:
 - Maintain an open line of communication with Executive Director, updating on daily or weekly operations and specifically on important issues
 - Help assist any requested items needed by Executive Director
 - Maintain and monitor Volunteer hours
 - Create and mail out Birthday cards or special event
 - Maintain current list of youth, donors, volunteers, and board members
 - Maintain and submit paperwork
 - Responsible for maintenance checks on office supplies
 - Reminder call to Donors, Volunteers, Students, and Board members

Expectations: The incumbent is expected to have or possess:

- Ability to handle highly confidential material, understanding that all Teen F.L.O.W. should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision making skills as well as the ability to maintain integrity and confidentiality.
- Striving to exalt our Heavenly Father in the highest, and make it be known to everyone that He is worthy of all praise.
- Ensure the compliance of Teen F.L.O.W. mission and visions in serving out Teen F.L.O.W. students.
- Possesses exemplary customer skills, including dealing effectively with the general public both in person, through electronic media and over the telephone. Demonstrates understanding and sensitivity to the needs of all prospective as well as Teen F.L.O.W.
- Ability to work effectively, decisively and flexibly in a fast-paced, dynamic environment.
- Ability to identify problems and to propose feasible solutions. Strong organizational skills and the ability to work well under pressure and to meet deadlines.
- Solid acknowledgement of Apple MAC/Microsoft software (Specifically, Pages, Word, Excel and photoshop).
- Self-motivated to stay current with emerging office technologies.

- Able to effectively process forms; verify data for accuracy, completeness and compliance within established procedures; enter data into computer system, monitor, maintain confidential files and data; identify problems and propose feasible solutions.
- Ability to prepare narrative reports in a timely manner. Ability to effectively express ideas effectively in oral and written form.
- Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
- Ability to balance priorities to accomplish assigned tasks within the required time frame and to be able to shift quickly between several tasks without loss of continuity.
- Engage in meaningful and intentional professional development appropriate for areas of responsibility.
- Carry out all responsibilities and objectives in a professional manner
- Maintain professionalism when dealing with all Teen F.L.O.W. members and other supporters, while fostering positive working relationship.
- Accept and render constructive criticism in a professional manner.
- Adhere to Teen F.L.O.W's vision, goals, schedules, Statement of Faith, and Mission Statement.
- Adhere to the policies/procedures and Bylaws established by Teen F.L.O.W., Board of Directors, Non-Profit Corporation Act, and the Articles of Incorporation, and 501 C3 requirements.

Additional miscellaneous Ministry duties/responsibilities will be assigned as needed.

I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine positions at any time.

Employee (Print Name): _____ Date: _____

Employee (Signature): _____ Date: _____

****To apply for the position please email resume to Samantha@teenflow.com**