



MONTGOMERY CENTER

EST. 1967

Administrative Assistant Job Description

POSITION PURPOSE

The Administrative Assistant's purpose is to contribute to the ministry of Montgomery by providing superior customer service to all callers and guests. The Administrative Assistant is responsible for a variety of administrative and operational functions in support of the leadership team. This includes but is not limited to answering and responding to phone calls and emails; booking guest groups; primary contact for summer camp parents; data management; maintaining positive relationships within the community; and participating fully as a member of the Montgomery staff.

This is a part-time position, offering 20 hours on-site per week.

PRINCIPAL RESPONSIBILITIES & ESSENTIAL FUNCTIONS

The Administrative Assistant is responsible for:

- Answering and responding to phone calls and voice messages,
- Respond promptly and professionally to email inquiries,
- Coordinate all aspects of booking events by providing estimates, communicating with guest groups to meet all aspects of events, generate contracts, send invoices, and follow up with guest groups,
- Track donations and send thank you notes to donors,
- Manage summer camp scholarship / sponsorship information, and assist parents with registration process as needed,
- Assist with marketing plan,
- Welcome all guests with utmost Christian hospitality,
- Maintain a willingness to perform additional responsibilities as assigned.

QUALIFICATIONS & REQUIREMENTS

The Administrative Assistant must meet the following requirements:

- Attitude of service and a commitment to Montgomery and its ministry;

- At least 3 years office experience, or similar background;
- Proficient in Microsoft Office products, Google Workspace, and a willingness to learn new programs;
- Excellent time management skills;
- Mastery of the English language, including grammar, spelling, and punctuation rules;
- Bachelor's degree (preferred);
- Pass a Level II Background Check.

KNOWLEDGE, SKILLS & ABILITY

The Administrative Assistant must have the following skills:

- Knowledge of standard office procedures.
- Ability to communicate effectively and creatively at a professional level in writing and speech.
- Skill in maintaining a high degree of organization.
- Ability to work independently with minimal supervision.
- Demonstrated time management skills to meet established deadlines for multiple projects with attention to detail.
- Ability to interact positively and professionally with people of all ages, including staff, guests, campers, and camper parents.
- Knowledge and proficiency in computer operation (particularly Microsoft Office suite, Google Workspace, email, printing, etc).
- Ability to work in a team environment, communicating with multiple departments to meet guest needs.
- Willingness to do what is requested and required in order to accomplish Montgomery's ministry and mission goals.

WORKING ENVIRONMENT

Work is performed primarily in an indoor office environment, and will periodically involve working outdoors. Hours and work schedule are generally structured around standard work hours, Monday through Friday.

SUPERVISION

Montgomery's Executive Director and/or its acting Director

MISSION

Montgomery's mission of hospitality is to welcome all people to experience Christ and creation in ways that deepen faith and strengthen relationships.