

CHRISTIAN BRIGADES

Position Description

Administrative Assistant

Position Title: Administrative Assistant		Location: Hybrid: virtual weekly & once a month in Costa Mesa, CA.
Length of Performance: 1 year commitment (minimum)		Time Commitment: 12hrs/week
Mission & Values	<ul style="list-style-type: none"> • Christian Brigades is an interfaith organization providing sustainable healthcare development and educational structure to rural communities around the world. • Hope, Reach, Empower 	
Role Purpose	<ul style="list-style-type: none"> • Ensure that CB program data and administrative files are entered, up to date and organized. Assist Development Director with administrative duties. 	
Key Responsibilities	<p>Administrative:</p> <ul style="list-style-type: none"> • Responsible for providing administrative services in order to ensure effective and efficient operations • Take minutes at meetings • Prepare documents and reports before meetings • Maintain confidential records and files • Assist with registrations, preparation of packets, badges and delegate materials <p>Printables:</p> <ul style="list-style-type: none"> • Order CB Merchandise • Assemble Welcome Kits • Manage Merch Inventory, Order new items when needed • Make Trip T-shirt packets w/trip packing list and ship out <p>Memberships:</p> <ul style="list-style-type: none"> • Update Membership database • Purchase Gifts, Gift Cards • Make and Mail Birthday, Anniversary, Get Well Soon Cards, etc. • Keep a Log of all shipments, cards, gifts sent out with name, sent address and date sent; save tracking numbers • Assist with Volunteer Recruitment and Promotion • Creative Team- brainstorm with team and provide ideas for improved marketing imaging and CB merchandise <p>Business Partnerships:</p> <ul style="list-style-type: none"> • Contact local pharmacies, organizations & foundations for medicine donations (Kingsway, MedShare, Johnson & Johnson MAP, Direct Relief International, Blessings International, Worm Project) • Assist with making purchases and picking up orders from merchants and donors 	
Relationships	<ul style="list-style-type: none"> • CB Development Director • Volunteer Relations Coordinator • Donor Relations • Volunteers • Business Partners 	
Qualifications	<ul style="list-style-type: none"> • CA Driver's License, must have reliable transportation & laptop & access to wifi • Driving Distance to CB Office to be able to work in person once a month. • Experience working with people from diverse backgrounds & ages • BS/BA, Certification or working towards a degree in any of the following: Business Management, Public Health, Nonprofit Admin, Accounting. • Organized, neat & detail oriented. • Fluent interpersonal skills with a variety of constituents • Strong verbal & public speaking skills 	

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	<ul style="list-style-type: none">• Bilingual: Fluent in both Spanish & English• Strong written communication ability, especially professional emails• Excellent computer skills, including database management/researching
Training	<ul style="list-style-type: none">• CB Programs, CB Database, Creating Database, Grant Writing, Nonprofit Management, Volunteer Management Certificate
Reports to	<ul style="list-style-type: none">• CB Development Director
Development Opportunities	<ul style="list-style-type: none">• Chance to improve/gain knowledge: public speaking, computer programming, nonprofit management, interpersonal relations, leadership empowerment, volunteer engagement, accounting, contract law.
Compensation	<ul style="list-style-type: none">• After 1 year year on Staff– CB Trips are covered (\$1,750 value/trip)

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

Print Name

Signature

Date