



Union Gospel Mission Position Description

POSITION TITLE: Women's LifeChange Administrative Assistant

REPORTS TO: Women and Children's Ministry Director

SUPERVISES: N/A

LOCATION: 3400 SW 103rd Beaverton, OR 97005

STATUS: Full Time/40 hours per week (Monday – Friday). Some work will be required on occasional evenings/weekends at special events, some holiday work.

WAGE: \$35,000 - \$40,000 annually (based on experience) plus Medical/Dental coverage, matching 403 (b) retirement after one (1) year of service.

OVERALL POSITION DESCRIPTION:

The Administrative Assistant enhances the effectiveness of Union Gospel Mission's Women and Children's Ministry by coordinating and providing professional administrative support and clerical services that keep the LifeChange program running smoothly and effectively.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- Responsible for greeting all residence and visitors during office hours and delivering exceptional customer service assistance. This includes fielding them accordingly, addressing visitor questions and needs, and providing an overall welcoming environment
- Provide front-desk coverage by managing a multiline phone system, managing incoming/outgoing mail and shipments, key distributions, donation collection and maintaining an organized, clean office space
- Ensure optimal use of office equipment, supplies, and inventories through preventive maintenance
- Provide administrative support, including email correspondence, generation and distribution of memos, letters, calendar reservations and schedule meetings
- Draft and prepare correspondence such as documentation, meeting notes, and process post meeting details for internal announcements, board meetings, and organizations
- Responds to requests by screening direct inquiries, managing contacts, and take and deliver accurate messages
- Assist with duties as needed and as directed by UGM LifeChange Women and Children's Ministry Director
- Attend All-Staff trainings and functions as needed

JOB REQUIREMENTS:

- High School diploma or equivalent. College degree is preferred

- Previous office management and administrative experience
- Must have experience in technology-based office management and office support
- Excellent written and verbal communication skills
- Requires proven multi-tasking capabilities
- Protect the reputation and integrity of others through strict confidentiality
- Able to work in cooperation with the other UGM staff and Director
- Caring heart for homeless, addicted, and abused women
- Strong love for the Lord along with strong integrity and character
- Agreement with Union Gospel Mission's Statement of Faith

ADDITIONAL INFORMATION:

- A criminal history and background check are required and must be successfully completed
- Valid driver's license and proof of insurance
- Ability to walk up and down steps

QUALIFICATIONS:

Character: Strong commitment to the vision and values of Union Gospel Mission, have a passion for the gospel, and a desire to serve the homeless, broken, and addicted. Must be a follower of Jesus Christ and actively involved in a local Christian church. Must adhere to UGM's statement of faith and standards of conduct.

As a faith-based non-profit, UGM seeks individuals who align with our understanding of biblical and moral teaching as expressed in the UGM Statement of Faith:

We believe:

- The Bible is the Word of God
- There is one God, eternally existing as Father, Son, and Holy Spirit
- Jesus Christ was born of a virgin, lived a sinless life, died on the cross, rose from the dead, and will come again in power and glory
- People are saved by grace through faith in Jesus, and that faith is expressed by confession and repentance
- The Holy Spirit empowers believers to know and worship God

Please send resume and cover letter to Shannon Davidson at shannond@ugmportland.org.

Union Gospel Mission
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