



Administrative Assistant Job Description

Organization Overview

Restoration House of Greater Kansas City is a faith-based, long-term residential program for victims of sex trafficking. Reports To The Administrative Assistant will report directly to the President or the Chairman of the Board for Restoration House of Greater Kansas City.

Job Overview

We are looking for an Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our directors, managers, employees and volunteers, assisting in daily office needs and managing the organization's general administrative and financial activities. Responsible for confidential and time sensitive material. The ideal candidate will have a passion for serving victims of human trafficking and be an evangelical believer.

Responsibilities and Duties

The position duties include, but are not limited to:

- Answer and direct phone calls
- Greet and assist visitors to the office
- Open and distribute mail
- Organize and schedule appointments and speaking engagements
- Write and distribute email, correspondence letters, faxes and forms
- Develop and maintain a filing system
- Order office supplies
- Oversee multiple databases
- Organize and maintain volunteers including volunteer assignments and training
- Coordinate donated items and donation drives
- Help to organize fundraising events including annual gala which involves working with the gala committee and silent auction committee

- Work closely with the Accountant, Treasurer and other financial officers in handling funds including accounts receivables, accounts payables, payroll, expense report reconciliation, budgets and monthly reporting
- Assist Vice President of Major Gifts and Grant Writer by providing reports and assimilating other information as needed
- Handle sensitive information in a confidential manner
- Attend training meetings as necessary
- Occasional evenings or weekend events might require assistance • Help with other projects or other duties as assigned
- Personal relationship with Jesus Christ
- Proven experience as an administrative assistant
- Knowledge of office management systems and procedures
- Proficiency in MS Office (MS Excel and MS Word, in particular)
- Strong typist
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School diploma or equivalent

Salary Package Salary is commensurate with experience level. Benefits package includes paid time off and holiday time off. Interested candidates should email their resume and cover letter to info@restorationhousekc.com by April 8th .