

**Title:** Administrative Assistant

**Full-time Exempt position at a salaried rate:**

- Full-time or Part-time – flexible schedule, on-site
- Eligible for 403(b) retirement plan after 700 hours of employment during a single calendar year.

**Organizational Relationships:** Reports to the Executive Director

**Summary:** Responsible to see that all office work proceeds smoothly and on time. Backs up the Executive Director on such duties as are assigned. Wholeheartedly supports and is daily expectant of Christian Science healing.

**Work Performed:**

1. Processes donations to Lynn House and assists with sending thank-you letters.
2. Keeps donor data base up-to-date and runs queries as needed.
3. Serves as Recording Secretary for Executive Board. This involves preparing the documents prior to Board meetings, assisting with set-up of the Board meetings, and taking the minutes of the meetings. Maintains records of Board meetings.
4. Serves part-time as front-desk receptionist; answers and routes all incoming telephone calls and welcomes visitors; maintains courteous and professional demeanor at all times; expresses Christian Science nursing qualities of being cheerful, orderly, punctual, patient, full of faith, — receptive to Truth and Love.
5. Prepares documentation for renewal of licensing and accreditation.
6. Maintains Administration files and personnel records. Manages records retention program.
7. Performs other duties as assigned.

**Qualifications:**

1. Good communication and people skills.
2. Proficiency in composition and writing skills.
3. Skill and usage of business-related software and programs.
4. Demonstrates the highest moral and ethical standards and ability to maintain confidentiality.
5. Maintains flexibility, poise, and grace under pressure.
6. Maintains sense of order and timeliness in office space and the completion of tasks and duties.
7. College education or comparable work experience necessary.
8. Membership in The Mother Church.
9. Christian Science Primary Class Instruction preferred.