



PO Box 506 (7634 Cnty Rd 14)  
Bath, NY 14810 607-776-4151

## **JOB DESCRIPTION**

### **Administrative Assistant – Hope & Healing department**

### **Office Assistant – ticketing and data entry**

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Family Life, located in the beautiful Finger Lakes area of New York, has an opening for a part-time member of the Hope & Healing and Ticketing departments. Family Life is in its 64<sup>th</sup> year of ministry and includes a regional radio network of over 60 signals throughout New York and Pennsylvania along with Performing Arts and Biblical Counseling departments.

The individual chosen to fill this position will have the opportunity of working with a talented team of over 60 staff members. An overwhelming sense of God's call to use one's talents and life to advance His work are necessary requirements to fill this position. Integrity, excellence, teamwork, and a passion to serve characterize the ministry of Family Life.

**HOURS:** 25-30 – Average hours (for most weeks)  
Up to 40 – for weeks that are leading up-to and during a Hope & Healing event; and other Family Life events

#### **MINIMUM QUALIFICATIONS**

Born-again Christian experiencing a daily walk with Jesus Christ  
Genuine desire for "ministry" and ministering  
Self-motivator....who can work without close supervision  
Cooperative spirit....team player, desiring involvement  
Positive attitude and pleasing personality  
Dependable, honest and loyal  
Ability to apply common-sense understanding to carry out oral and written instructions

Proficient with WORD and EXCELL programs  
Minimum three years' office experience  
Organizational Skills  
Experience with Email, Web, Publisher  
Customer Service / Phone communications experience  
Ability to lift (15-30 lb boxes), stand, sit, walk, bend

#### **BASIC RESPONSIBILITIES**

##### **Administration Assistant – Hope & Healing**

1. Weekly meetings with department Director (and counselors)
2. Monthly reports submitted to department Director
3. Plan Events:
  - a. Work with Events department on all event details
    1. Schedule – available calendar date/s
    2. Paperwork
    3. Phone calls, contracts, etc.
    4. Organize, pre-plan, and attend events (HJ and other departmental events)
4. Ongoing communication with the ticket office and other Family Life departments, as necessary
5. Prepare all event paperwork, flyers, copies, folders, name tags, etc
6. Healing Journey:
  - a. Completion of the HJ course, or be willing to attend
  - b. Create brochures, marketing pieces, etc.
  - c. Handle printing of documents, filing, assembly of conference or event binders, etc
  - d. Plan, organize, attend events
  - e. Maintain Database
  - f. Obtain and maintain a relationship with all HJ leaders
  - g. Schedule and attend bi-monthly leader meetings with department Director and leaders
  - h. Attend Healing Journey events - Bootcamp, Weekend, Retreat (min of 3 times, yearly)

##### **Office Assistant – Ticketing and Data Entry**

1. Ticketing and Registration processes – taking and fulfilling orders via phone or in person
  2. Process gifts received via mail – balancing, data entry, reporting
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This is a part-time position, with work being performed in-the-office at Family Life, Bath, NY. Main responsibilities are pertaining to the Hope & Healing department, with daily assistance given to the Office Assistant duties.