

HEARTBEAT INTERNATIONAL

Job Description

TITLE: Administrative Assistant (Part-time, 10 hours per week; Non-exempt)
DEPARTMENT: Ministry Services/International Programs
REPORTS TO: International Program Specialist
REMOTE WORK STATUS *Position ideally based in HBI's office in Columbus, OH*

SUMMARY

Provides advanced secretarial and routine administrative support for the International Program Specialist. All responsibilities are performed in accordance with and to promote Heartbeat International's pro-life mission and vision and Christian core beliefs and core operational values.

PRIMARY RESPONSIBILITIES

1. Coordinate efficient execution and office logistics (organization, research, reporting, record management, etc.) for International Program Specialist.
2. Ensure effective, accurate, and confidential recordkeeping. Maintain and manage (establish, review, organize, update) accurate records, logs, lists, and files. Reconcile and submit expense records for allocation and reimbursement.
3. Facilitate calendar management, travel arrangements, and related out of office details.
4. Compose correspondence and/or proofread materials.
5. Prepare PowerPoints and similar type presentation elements as directed.
6. Serve as guest liaison for international visitors to the HBI Columbus office, including orchestrating tours and related needs.
7. Special projects or tasks as assigned by supervisor.

SUPERVISION (Received/Exercised)

Work performed independently with supervision available. Organize work and set priorities based on schedule and office priorities established by supervisor. Supervisor regularly reviews non-routine work and periodically reviews routine work. Evaluate information to determine appropriate process based on established guidelines.

QUALIFICATIONS

1. Undergraduate degree in business preferred, or combination of education and applicable experience, with demonstrated interest in international studies/coursework/travel.
2. Minimum of 5+ years' experience working in an advanced secretarial and/or administrative capacity.
3. Proficiency in Microsoft Office suite including Word, PowerPoint, and Excel and Google suite.
4. Excellent interpersonal skills. Ability and desire to work cooperatively and professionally with others. Treat others with respect, honesty, and integrity, working towards Christian (scripture base) peace and unity.
5. Professional and pleasant business oral communication skills. Excellent written communication skills.
6. Bilingual strengths are a plus.
7. Ability to handle multiple tasks accurately and timely.

8. Detail oriented.
9. Ability and desire to travel on a limited (and scheduled) basis.
10. A willingness and desire to work as a team to serve affiliates and other HB constituencies, including other staff.
11. Ability and willingness to demonstrate commitment to Heartbeat International's mission, vision, core operational values, and core beliefs in the execution of position responsibilities.
12. A willingness to share the gospel of Jesus Christ by word and example to encourage affiliates, staff, and others and to contribute to an office environment conducive to supporting HB's Christian ministry of life.